

Privacy policy of the Gender and Development Network (GADN)

We are committed to protecting and respecting your privacy. This policy sets out how the personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

This policy is updated from time to time. The latest version is published on this page. This website privacy policy was updated on 26 April 2018.

If you have any questions about this policy, please mail info@gadnetwork.org.

For the purpose of the General Data Protection Regulation (GDPR), data processing is carried out at Gender and Development Network, c/o ActionAid, 33-39 Bowling Green Lane, London, EC1R 0BJ, United Kingdom.

1. Information we may collect from you

We may collect and process the following data about you:

- Information that you provide by filling in forms on our site www.gadnetwork.org ("our site"). This includes information you provide when applying to become a member of GADN, submitting information for our consultants' database, or requesting further services. The information you provide to us may include your name, organisation name, address, e-mail address, phone number, photographs, and financial and credit card information.
- We may also ask you for information when you report a problem with our site.
- If you contact us, we may keep a record of that correspondence.
- We may also ask you to complete surveys that we use for research purposes, although you do not have to respond to them.
- We track which parts of our website you visit and the resources you access.

2. Cookies and IP addresses

We may collect information about your computer or device, including your IP address, operating system and browser type, for system administration. This is statistical data about our users' browsing actions and patterns when using our site, and does not identify any individual.

We may also use cookies. Cookies allow us to store your preferences to present content and functions that are specific to you. They also enable us to see information like how many people use the website and what pages they tend to visit. They help us to improve our site and to deliver a better and more personalised service. They enable us:

- To estimate the size of our audience and how they use our site.
- To store information about your preferences, and so allow us to customise our site according to your individual interests.

- To speed up your searches.
- To recognise you when you return to our site.

You may refuse to accept cookies by activating the setting on your browser which allows you to refuse any cookies being stored on your device. However, if you select this setting you may be unable to access certain parts of our site. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you logon to our site.

3. Your security and where we store your personal data

We will always hold your information securely. The data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site - so any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

4. Disclosure of your information

We may disclose your personal information to third parties if we are working with them to deliver a service you have requested, under a duty to disclose or share your personal data in order to comply with any legal obligation and other agreements; or to protect the rights, property, or safety of GADN or others.

5. Your right to refuse data collecting

You have the right to ask us not to process your personal data for marketing purposes. We will always inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes. It is your right to prevent us from contacting you by checking certain boxes on the forms we use to collect your data or by contacting us at info@gadnetwork.org.

6. Following links to and from our site

Our site may contain links to and from the websites of our partner networks and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

7. Access to your information

The GDPR gives you the right to access information held about you. You can request this information by contacting info@gadnetwork.org.

8. How long we keep your information

We will retain your information for as long as you have an active relationship with GADN. If you cease to have an active relationship with us or request to receive no further contact, we will retain

some basic information in order to avoid sending you unwanted materials in the future, and to ensure that we don't accidentally duplicate information.

9. How we use your information if you apply for a job

Upon applying to work or volunteer at GADN, we will only use the information you give to us to process your application and to monitor recruitment statistics.

All candidates applying to work or to volunteer at GADN will automatically have their application details saved and retained. If you would like for us to remove your details from our database at any time, please write to info@gadnetwork.org to let us know.

If you begin employment with us, we will put together a staff file which will contain your information. We keep the information in this file secure, and will only use it for matters that apply directly to your employment with GADN.

Once you stop working for us, we will keep this file according to our record retention guidelines. You can contact info@gadnetwork.org to find out more about this.

10. Changes to our privacy policy

Any changes we may make to our privacy policy in the future will be posted on this page.

11. Contact

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to info@gadnetwork.org.