



# Privacy and Cookies Policy

Livingstone Tanzania Trust is committed to protecting personal information and being transparent about what information we hold on anyone who has been in contact with us. We recognise that visitors to our website may be concerned about the information you provide to us, and how we treat this information. We also understand that privacy is a human right that benefits us all.

The purpose of having a Privacy and Cookies Policy is to give a clear explanation about why and how Livingstone Tanzania Trust collects and uses any personal information. We ensure that we follow strict guidelines as per the EU General Data Protection Regulations 2017 and Privacy & Electronic Communications Regulations 2011.

This policy applies to all activities undertaken by Livingstone Tanzania Trust within the UK and abroad, specifically Tanzania. Livingstone Tanzania Trust collects data to meet its defined strategic goals and charitable objectives. The processing of personal data will be handled securely and sensitively to the best of our abilities and in line with our separate data subjects, which include:

- Donors
- Volunteers
- Employees
- Beneficiaries
- Suppliers

## INFORMATION COLLECTION AND USE

Livingstone Tanzania Trust as Data Controller, and like most website owners receives and records information from various sources. The type of information we and/or our third party providers collect depends on the interaction between you and us. This could be when making a donation, applying for a job/to volunteer or through an online purchase. We gather information through postal communications, visits to our websites or apps, participation with our business/corporate partners, electronic communications, volunteering or communications through social media. We and/or our third party providers may also collect information publicly available through third party platforms (such as online social media platforms), online databases, or that is otherwise legitimately obtained.

### Type of information collected

The type of information collected is also related to the interaction. This may include:

- Your name and bank/card details
- Postal address or email address
- Phone number
- Tax status/Gift Aid eligibility
- Consent
- Mode of communication preference(s)

We also collect information through cookies and similar technologies. This information is usually de-identified information such as how you arrived at our website, pages you visited or general location. It may further collect information e.g. the device you use to browse our website or apps, the IP Address and related information, browsing history on our website and apps, how you search our website or if you communicated with us.

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Livingstone Tanzania Trust is the sole owner of any information collected either as an organisation or by third party on its behalf, web based or not.

This information is used for the purposes of meeting our object/objectives and meeting your objective for contacting us. We will not sell, share, or rent this information to others except as in meeting our objectives through for example third party outsource contracts/data processors or to the extent as required by law. Third party contractors are expected to meet our standards and are required to abide by our policies.

We will endeavour to undertake privacy impact assessment whenever there is fundamental change in the way we process data, implement suitable records management systems, and log data security incidents. This will enable us to keep rigorous control of information held and your privacy.

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