

## **Ariadne Portal Privacy Policy**

### **What is the purpose of this privacy policy?**

You are asked to carefully read the below privacy policy as you have expressed interest in getting access to the Ariadne Portal. This is a password-protected online platform that allows users to easily connect, collaborate and share knowledge about issues and best practices in human rights and social change philanthropy.

This privacy policy allows us, and you, to comply with the General Data Protection Regulation. As an organisation promoting human rights, The Firelight Foundation takes privacy seriously and believes this is a fundamental human right. We are committed to protecting your personal information, being transparent about what data we hold and giving you control over how we use it.

This policy explains how we use the information we collect about our members, partners, supporters and other actors in the human rights and social change sector who register to use the portal. It is important for you to read this policy in full to understand what information we hold about you, how we may use it and how you can access, update and delete your personal information. If you have any questions, please contact Gordana Kelava at [gordana@iefg.org](mailto:gordana@iefg.org).

You may withdraw your consent for your personal data to be processed in these ways at any time.

### **How do you manage my data?**

The International Education Funders Group is hosted by the Firelight Foundation, incorporate and registered in California, USA, EIN number 272795006, a registered 501 (c)(3) non-profit, whose registered office is at 740 Front Street, Suite 380, Santa Cruz, CA, 95060. IIEFG manages your data on behalf of the Foundation.

As the **Data Controller** (the organisation that determines how your data is managed), The Firelight Foundation handles the data you provide in accordance with the [EU General Data Protection Regulation](#) (GDPR). It does this through The International Education Funders Group (IEFG).

Our **Data Processor** (the organisation processing the data) is [Global Dialogue](#), a registered charity (1122052) and limited company (5775827) which promotes human rights and social change by supporting innovative and collaborative philanthropy. It does this through its Ariadne network programme.

The Firelight Foundation is committed to giving you (the Data Subject in legal terms) an easy way to exercise your [eight rights under the GDPR](#).

### **What is the legal basis for keeping/processing my data?**

We process your data for the purpose of giving you access to the Ariadne Portal (the Portal) under the lawful basis of consent that is given at the point of which you submit your portal registration form to Ariadne. By providing Ariadne with or sharing with any other members of IIEFG your personal data, including sensitive data such as your political opinions, religion or ethnicity, you consent to the collection and use of any information you provide in accordance with this privacy policy and you accept that we will not be responsible for how other members might use that information. In certain cases, we may also rely on it being in our legitimate interests to process your data. These legitimate interests include sending communications about our events and resources to IIEFG members in order to promote dialogue and further our charitable aims.

### **Reasons for collecting the information for the portal**

- To contact human rights and social change funders about upcoming events and resources that may be of use to them and to keep them abreast of current human rights and philanthropic issues. IIEFG members will also receive notifications about our events.
- To understand which funders are supporting which kinds of issues, so that we can help make connections between funders when they request it.

- To understand who is attending which events we organise, and to monitor the kinds of events that are most popular with/useful to funders.
- To establish the Portal as the main communication channel between IIEFG members.

### **What information will IIEFG collect about me, how is it collected and how will it be used?**

We will obtain personal information from you when you register with Ariadne to access the Portal, or otherwise provide us or other IIEFG members with personal information. We may also receive information about you which other members provide via the Portal. All individuals who request access to the Portal must have a profile on the platform and, for this purpose, are asked to complete a registration form. We collect your email address, organisation name, job title, location (country), first and surnames and biography. The form also asks for optional information, such as photo, phone or Twitter handle. All the information collected is used to create your Portal profile. We may also store information on any IIEFG events you have attended, so we know which of our events to invite you to attend in the future.

We will use this information to help you participate in the Portal, contact you with news about IIEFG work, invite you to events, alert you about useful resources and keep you abreast of human rights and social change issues.

### **Keeping your data secure and where it is stored**

We place great importance on the security of your personal information and we always try to take appropriate precautions to protect it. Once we have received your information, we use strict procedures and security features to prevent unauthorised access. All your data is stored on Ariadne's securely password-protected Portal, which has a two-step authentication process.

Despite all of our precautions, however, no data transmission over the internet can be guaranteed to be 100% secure. So, whilst we strive to protect your personal information, we cannot guarantee the security of any information which you disclose to us or other members of the Group and you must understand that you do so at your own risk.

### **How long does IIEFG keep my data for?**

We will keep your personal data for as long as you are registered to use and access the Portal, plus a period of six months after your access to the portal has ceased. You can exercise your right to unregister with the portal or receive communications from the network at any time. Please email Gordana Kelava at [gordana@iefg.org](mailto:gordana@iefg.org) for more details.

### **What about spam?**

We will not send you any unsolicited emails. We will only send you emails or other messages where you have signed up to receive these. If you've signed up for portal alerts with us, you can unsubscribe at any time by selecting the 'unsubscribe' link that appears in every email or by going to the appropriate portal community, and under 'Manage Communities' select how frequent you would like to receive notifications from that community.

### **How can I access, update or delete my personal information?**

You can contact us at any time to ask us to update your profile on the Portal or to ask what information we hold on you and request to update it or ask us to delete it. Please email Gordana Kelava at [gordana@iefg.org](mailto:gordana@iefg.org).

### **Does IIEFG share my information with anyone else?**

IIEFG will never share your information with anyone outside of the organisation without your permission. However, other IIEFG members will also be able to see the information you make publicly available on the Portal. Ariadne takes appropriate measures to make sure no privacy infringements take place on its portal by asking all portal users to adhere to the portal '[Terms and Conditions](#)', but we cannot guarantee that they will comply with them. We are not responsible for how other members might use the information you provide as part of creating your portal profile or you share on the portal.

Ariadne may use carefully selected agents to process your information on our behalf, such as software providers to host or upgrade the Portal. Such third parties will only be authorised to use your information to fulfil their contractual obligations to Ariadne and will not be permitted to use it for any other purpose. Ariadne retains full responsibility for how your personal information may be used by their agents.

#### **How do I contact IIEFG if I have a question about privacy issues?**

If you have any questions or concerns about privacy issues, you can contact Gordana Kelava at [gordana@iefg.org](mailto:gordana@iefg.org).

#### **Access to your information**

If you would like to know what personal information IIEFG holds about you, you may make a request for copies of this information. Please contact Gordana Kelava at [gordana@iefg.org](mailto:gordana@iefg.org).

#### **Who should I contact if I have any complaints?**

For those of you based in the United Kingdom, please contact the [Information Commissioner's Office](#) (ICO). For those based outside of the UK, please see the appropriate authorities for your location.

#### **Changes to this notice**

This portal privacy policy may change from time to time to take account of any changes to data protection law or other legislation. Any changes we may make to this policy in the future will be posted on this page, and, where appropriate, notified to you by email.

**Last updated: 24<sup>th</sup> May 2018**