

# PRIVACY POLICY

## Privacy statement

1. This policy (together with our Conditions of use and any other documents referred to in it) sets out the basis on which any 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.
2. Use of this website by you constitutes acceptance by you of this privacy policy ("Privacy Policy"). If you do not wish to accept this Privacy Policy, please leave this website immediately.
3. The purpose of this Privacy Policy is:
  - a. to assure you that we recognise and fully respect the privacy and personal data of the visitors to this website; and
  - b. to explain what personal information we collect from this website and how we ensure its best protection.
4. This Privacy Policy governs this website at [www.foundationopportunities.org](http://www.foundationopportunities.org) (referred to in this Privacy Policy as the "Website"). Other sites to which the Website may be linked are not covered by this Privacy Policy.
5. This Privacy Policy covers only information, which is collected by the Opportunity Foundation from the Website

## Data protection

6. Opportunity Foundation complies with the Data Protection Act 1998 (the "Act"). For the purposes of the Act, The Opportunity Foundation is the data controller and sole owner of the personal data collected on the Website.
7. The Opportunity Foundation does not sell, share or transfer this information except as set out in this Privacy Policy.
8. We use up-to-date industry procedures to keep personal data as safe and secure as possible and to protect against loss, unauthorised disclosure or access. 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 the Website; 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.

9. The Act gives you the right to access details that we hold about you. Your right of access can be exercised in accordance with the Act. A small fee may be payable in respect of any access request.

10. For more information please refer to our Data Protection Policy.

## **Information we may collect from you**

11. It is not necessary for you to register with us in order to access the Website at the outset. However, we may collect information on your access to some pages.

12. We may collect and process the following data about you:

- a. Information that you submit to the Website, including during the registration and updates to your profile.
- b. We may also ask you for information if you report a problem with the Site, Services or Materials.
- c. Information about your use of the Services, such as which pages you view.
- d. Information collected through use of the Digital Rights Management Tools.
- e. If you contact us, we may keep a record of that correspondence.
- f. We may also ask you to complete surveys that we use for research purposes, although you do not have to respond to them.
- g. Details of your access to the Site, Services including, but not limited to, traffic data, location data, weblogs and other communication data, whether this is required for our own billing purposes or otherwise and the resources that you access.

13. The basic initial personal information about you which we may collect and process include:

- a. Contact Name:
- b. Name of Organisation:
- c. Contact Address:
- d. Contact telephone number:
- e. Contact Email Address:
- f. Opportunities Sought:
- g. Opportunities Offered:
- h. Choose a password:
- i. Re-enter password:
- j. How did you hear about us?

14. Depending on what you are registering for, additional information may be collected from you.

## **Uses made of the information**

15. We use information held about you in the following ways:

- a. To process relevant opportunities,
- b. For monitoring purposes to improve the relevance and quality of the Website and Services,
- c. To ensure that the website is presented in the most effective manner for you and for your computer,
- d. To provide you with information, products or services that you request from us or which we feel may interest you, where you have consented to be contacted for such purposes,
- e. To allow you to participate in interactive features of our service, when you choose to do so,
- f. To notify you about changes to our service,
- g. to allow you to participate in interactive features of our service, when you choose to do so,
- h. to notify you about changes to our service'or
- i. Otherwise as may be permitted by law.

16. We may also use your data for the purposes of advertising, marketing and public relations, so as to provide you with information about goods and services, which may be of interest to you.

17. If you do not want us to use your data in this way, please email [secretariat@foundationopportunities.org](mailto:secretariat@foundationopportunities.org)

## **Where we store your personal data**

18. The data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). It may also be processed by staff operating outside the EEA who work for us or for one of our suppliers. Such staff may be engaged in, among other things, the fulfilment of your order, the processing of your payment details and the provision of support services. By submitting your personal information, 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.

19. We will take reasonable technical and operational security measures to protect the information that we hold about you. Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal information, we cannot guarantee the security of your transmitted data; 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.

20. Where we have given you (or where you have chosen) a password which enables you to access the Materials, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

## IP Addresses and Cookies

21. Cookies are small text files stored on your computer while you are visiting a website. Cookies help make websites work. They also provide us with aggregated information about how users interact with our site. We use this information to try to improve your experience on our website.
22. We may use cookies to remember personal settings you have chosen at our website. In no other context do we use cookies to collect information that identifies you personally. Most of the cookies we set are automatically deleted from your computer when you leave our website or shortly afterwards.
23. The law about cookies changed in May 2011.
24. Complete information about the cookies we may set on your browser appears below. A hyperlink to this information about cookies appears prominently on most pages of our website.

### Cookies set by [www.foundationopportunities.org](http://www.foundationopportunities.org)

25. We may collect information about your computer, including where available your IP address, operating system and browser type, for system administration and to gather aggregate information. This is statistical data about our users' browsing actions and patterns, and does not identify any individual.
26. For the same reason, we may obtain information about your general internet usage by using a cookie file which is stored on the hard drive of your computer. Cookies contain information that is transferred to your computer's hard drive. They help us to improve our site and to deliver a better and more personalised service. They enable us:
  - a. To estimate our audience size and usage pattern.
  - b. To store information about your preferences, and so allow us to customise our site according to your individual interests.
  - c. To speed up your searches.
  - d. To recognise you when you return to the Materials.
  - e. [Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you log on to our Site. You may refuse to accept cookies by configuring the settings on your browser which allows you to refuse the setting of cookies. However, if you select this setting you may be unable to access certain parts of our Site or your use of the Site may be hindered.]

### Third-party cookies

27. A number of the services we use to add value and convenience to your experience of our website may set cookies on your browser on our behalf. These services fall into three broad groups: web analytics, surveys and advertising.

### *Web analytics*

28. We use a third-party service—Google Analytics—to collect aggregate data about usage of our website. We use this information to try to improve our web-based services. Google Analytics sets several cookies on your browser. We do not control the use of these third-party cookies, and you should check Google's privacy policy if you have concerns.

### *Surveys*

29. We occasionally run surveys on our website. The surveys are hosted by SurveyMonkey, which sets cookies to help it track your answers to the survey and also to make sure you're not bothered again with a request to complete a survey if you've already seen it.
30. We do not control the use of these third-party cookies, and you should check SurveyMonkey's privacy policy if you have concerns.

### *Advertising*

31. We serve advertising on some or all pages of this website. The software we use to serve ads places a cookie on your computer, which allows us to control the number of times an ad, can be served to the same computer. We do not use this feature of our ad server, and do not collect personal information about you, or the ads that you have seen.

## **Changing the information we hold about you**

32. If you would like to change any information we hold about you that has been collected via use of this Website or want to it to be removed from our database, you should contact us at [secretariat@foundationopportunities.org](mailto:secretariat@foundationopportunities.org)

## **Third Parties**

33. We do not at present forward the information collected about you to any third parties except where required by law to do so or in order to enforce or apply our Conditions of use. However, we reserve the right to change this position at any time.
34. If the Opportunity Foundation chooses to employ the services of a third party it will inform you, but the change will only apply in relation to information, which we collect from you after we have informed you of the change. We will not disclose any information we have already collected

about you without your consent, other than where required doing so by law or in order to enforce or apply our Conditions of use.

35. At all times, the Opportunity Foundation will control and be responsible for the use of your personal information.

## Consent

36. By using the Website, you consent to the collection and use of your personal information in the manner set out above.
37. You have the right to ask us not to process your personal data for marketing purposes. We will usually 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. You can exercise your right to prevent such processing at any time by contacting us at [secretariat@foundationopportunities.org](mailto:secretariat@foundationopportunities.org).
38. The Website may, from time to time, contain links to and from the websites of our partner networks, advertisers 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.

## Changes to Privacy Policy

39. The Internet and data privacy best practice are both developing. We therefore reserve the right to revise this Privacy Policy at any time. If this Privacy Policy changes in any way, we will place an updated version on this page. Regularly reviewing this page ensures you are always aware of what information we collect, how we use it and under what circumstances, if any, we will share it with other parties.
40. Questions, comments and requests regarding this Privacy Policy are welcomed and should be addressed to [secretariat@foundationopportunities.org](mailto:secretariat@foundationopportunities.org).