**Privacy policy Papua Insects Foundation**

**(version May 2018)**

The privacy and safety of personal data of relations, contributors and photographers of the *Papua Insects Foundation* (PIF) and members of the *Friends of the Papua Insects Foundation* is a very important and serious issue for us. According to the law of protection of this safety we will explain how we deal with your personal data and its safety.

**Personal data**

First of all we explain how we deal with your personal data: which data do we put in our database, why and how long do we keep it, do you have access and influence to your data, who else has access and finally, how do we protect it from unauthorized users.

All personal data are being managed by our membership administration which is the only database with this kind of information.

The personal data we record are: addresses, telephone numbers, email addresses, donation and other financial support, contribution, and so on. This information is necessary for us to communicate with our members and relations about SUGAPA, activities of PIF and other important notifications.

We will keep this data in our database from the moment of subscription till the moment of unsubscribing. After unsubscribing all personal data of that member will be removed from our database. Any member or relation can have access to his or her data by sending a request of access to our membership administration. Every member is entitled to let us withdraw all the personal data from our database, which will result in an immediate unsubscription as a member of the Papua Insects Foundation.

It is our concern that only authorized persons have access to your personal data, with a relevant status or function. The board of the foundation has full access to the database, i.e. for mailing or other ways of communication.

Email addresses of members of *Friends of PIF*, contributors and photographers are kept in our administration. Requests for mail addresses of these people can be addressed to our membership administration. The board will decide if such a request is approved. All email addresses of contributors, members and photographers which previously were mentioned in the websites of SUGAPA and Papua-Insects are removed, except those of board members in order to communicate with the public.

Personal data will never be sold or used for any advertisements or other commercial use.

**Protection**

The computer with the membership data is protected by strong pass words. It will secure the safety of your and other’s personal data.

Our computer systems will be updated with the latest security software. Data input and output between computers will be send scrambled and the authenticity of the website is secured by a SSL certificate.

**Pictures**

We will only publish pictures with clearly visible faces of contributors and members when we have permission of the persons concerned. Every new member can declare to have objection to publishing of pictures with his or her face on it. If necessary the member can request the membership administration to give access to the Photo archive with the relevant pictures concerned and if necessary this picture can be removed or be separated from a general folder.

We will respect the requests of privacy for what pictures are concerned and we will not publish it without the permission of the depicted persons.

When during meetings and events pictures are taken we will always announce this and we will ask permission of the public to use it for publication purposes, like flyers, posters or social media.

**Implementation**

It is our great concern that the above mentioned aspects for data security are followed during our daily work with the Papua Insects Foundation (including the websites of SUGAPA and Papua-Insects). These aspects are known to all our board members and this declaration has public access in our disclaimer and is therefore available to everybody.

**And finally**

We trust that with the above mentioned measures we are doing our utmost for the privacy and security of your personal data.

If you have any questions or remarks or noticed any misuse of your personal data which would be caused by our foundation, please let us know as soon as possible to the secretary of the Papua Insects Foundation.

The board of the Papua Insects Foundation