



LIFE & PEACE INSTITUTE PRIVACY POLICY

Information on Processing of Personal Data

Life & Peace Institute, corporate identity number **817602-2302** (" we", "us" and "our"), with address **Kungsängsgatan 17, SE 753 22, Uppsala, Sweden**, is the controller of the processing of your personal data.

Your privacy is important to us; therefore, we would like to inform you regarding our processing of your personal data.

How do we collect personal data?

Personal data that you provide us with or that we collect from you

Personal data that we collect from third parties.

For what purpose and legal bases do we process your personal data?

We process your personal data, such as:

- Name
- Email address
- Addresses
- Telephone Numbers
- Profile Pictures
- Gender
- Date of Birth
- Relationship Status
- Interest and Hobbies
- Educational Details
- Employment Details
- Social security numbers
- Medical records
- Other information which you provide to us when in contact with us.

We process your personal data for the following purposes based on your consent:

- When you subscribe to updates on our webpage, we process your personal data to provide you with the requested updates about our organization.
- During a recruitment process to be able to contact you
- For Newsletter Distribution

We process your personal data for the following purposes based on the performance of a contract:

- We process information that you provide to us for the purpose of subscribing to our email notifications and/or newsletters. The data may be processed for the purposes of sending you the relevant notifications and/or newsletters. The legal basis for this processing is consent OR the performance of a contract between you and us and/or taking steps, at your request, to enter into such a contract.
- We may process your information included in your personal profile on our website or employment/job application portal. The profile data may include your name, address, telephone number, email address, profile pictures, gender, date of birth, relationship status, interests and hobbies, educational details and employment details. The profile data may be processed for the purposes of enabling and monitoring your use of our website and services or processing your employment applications. The legal basis for this processing is consent OR our legitimate interests, namely the proper administration of our website and business.

We process your personal data for the following purposes based on a legal obligation:

- for compliance with a legal obligation to which we are subject,
- the establishment, exercise or defence of legal claims, whether in court proceedings or in an administrative or out-of-court procedure.
- During your employment with us to be able to comply with employment related legal requirements such as:
 - o issuing contracts, employment certificates and other similar documents
 - o processing your salary, pension and other social fess, insurance, medical care, etc.
 - o being able to contact someone in your family or circle of friends in case of an emergency.

We process your personal data for the following purposes based on our legitimate interest:

- When you contact us through email or our webpage form we will process your personal data to communicate with you. We base our legitimate interest on the purpose of providing you with customer service, communication or other concerns or questions that you may have
- the purposes of obtaining or maintaining insurance coverage, managing risks, or obtaining professional advice
- the purposes of obtaining or maintaining insurance coverage, managing risks, or obtaining professional advice
- We may process data about your use of our website and services. The usage data may include your IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views and website navigation paths, as well as information about the timing, frequency and pattern of your service use. The source of the usage data is our analytics tracking system. This usage data may be processed for the purposes of analysing the use of the website and services. The legal basis for this processing is consent OR our legitimate interests, namely monitoring and improving our website and services.

You are not obliged to provide your personal data to us. However, if you do not provide your personal data to us, we may not be able to fulfil our obligations towards you.

How we may share your personal data?

Your personal data is shared within the Life & Peace Institute group and if necessary to our external service providers for IT-support, Health Insurance, Donors, Travel Agencies, Recruitment Agencies, Consultants, Implementing Partners and/or auditors. Our service providers process personal data on behalf of us, as processors.

We can also if required or in applicable cases share your personal data with third parties which are independent controllers for the processing of your personal data. We transfer your personal data to our other countries of operation in Africa with whom we have a Data Processing Agreement in accordance to the EU General Data Protection Regulations.

Transfer of personal data outside of EU/EES

Since the Life & Peace Institute is an international organisation we may transfer your personal data outside of the EU/EES. Such transfers are either subject to an adequacy decision by the European Commission, i.e. the Commission has decided that the third country in question ensures an adequate level of protection, or appropriate safeguards, e.g. standard contractual clauses, binding corporate rules or Privacy Shield, which guarantee that your rights are enforceable and that effective legal remedies are available. If you wish to obtain a copy of the appropriate safeguards taken by us or information as to where these have been made available, please contact us (see contact details below).

How long will we store your personal data?

We will never process your personal data for a longer period than permitted by applicable law, regulation, case law or government decision. Personal data we process to fulfil our agreement with you is processed during the time necessary for us to administer the contractual relationship, exercise your rights and fulfil our commitments to you. In order to fulfil legal requirements, in order to perform public interest, because you have given your consent or because we are entitled to do so based on legitimate interest, we may however, save your personal data for a longer period for the purpose of fulfilling our legal obligations and legitimate interests.

Your rights

In accordance with current data protection laws, you have the right to access information about what personal data we are processing about you and the right to request a correction of your personal information.

You have the right to rectification of inaccurate personal data concerning you. Taking into account the purposes of the processing, you have the right to have incomplete personal data completed.

Under certain conditions, for example if the processing is no longer necessary for the stated purposes or if you withdraw your consent, you have the right to request that we erase your personal data. In some cases, you also have the right to request that we restrict our processing of your personal data.

You have the right to object to our processing of your personal data for example direct marketing purposes or profiling, or if the processing is based on our legitimate interest.

You also have the right, under certain circumstances, to obtain the personal data that relates to you, as provided to us, in a structured, widely used and machine-readable format and may transfer them to another controller.

You are entitled to revoke all or part of a given consent for processing personal data at any time with effect from the date of withdrawal, unless further processing is required by law. You also have the right to object to processing of personal data for the purposes of profiling and direct marketing.

If you have any complaints regarding our processing of your personal data, you have the right to lodge a complaint with the Swedish Data Protection Authority, www.datainspektionen.se, or other competent supervisory authority that supervises our processing of personal data.

Contact us

If you wish to exercise your rights as above or wish to get in contact with us regarding our processing of your personal data, you can do this by contacting our us by telephone **+46 18 660 130** or by e-mail dataprotection@life-peace.org

This information on processing of personal data was established by Life & Peace Institute on the 4 May 2018.