



# Privacy Policy

At the Free West Papua Campaign we value our relationship with you and want to be clear with you about how we use your personal information. This Privacy Policy explains what information we collect from you, why and how this is used.

We manage your personal information in accordance with the current EU General Data Protection Regulations.

## Who we are

## What information we collect about you and why

## Who we share your information with

## How long we keep your information for

## Security of your information

## Accessing your information and contacting us

### 1) Who we are

The Free West Papua Campaign was set up in 2004 to provide support to Papuans and Papuan organisations involved in democratic and non-violent campaigns for independence.

The Free West Papua Campaign is a private limited company registered with the Registrar of Companies for England and Wales (number 9186009).

Our head offices are located in Oxford, England, and we also have offices in Papua New Guinea, Holland, Australia and South Africa.

### 2) What information we collect about you and why

#### ▪ E-newsletters

We collect the information you provide – your name and email address – in order to send you updates about our work, when you sign-up online or in person and consent to receiving e-newsletters from us.



In order to create more suitable content and understand how our audiences interact with the emails that we send, we also receive data that allows us to know if the emails we send are opened and which links are clicked on.

- **Online donations**

If you make an online donation to us, you are asked to provide your name and email. This information is collected by a third-party provider – PayPal who processes the donations on our behalf.

PayPal shares with us your name, email, and donation amount but does not pass your payment details onto us. We may use these details to provide information to you about your donation, as well as for internal reporting.

- **Other online use**

We may collect information that you make available online from third parties such as data from social media platforms (Twitter, Facebook, YouTube, and LinkedIn) when you interact with us using these platforms.

When you use our website, we may also automatically collect information using ‘cookies’. We use analytics software and cookies in order to improve our communications, provide you with more relevant content and create a better website.

Cookies are text files placed on your computer to collect standard internet log and visitor behaviour information in order to track visitor use of the website and to compile statistical reports on website activity. For further information visit [www.aboutcookies.org](http://www.aboutcookies.org). In most cases we will not be able to identify you from the information we collect using these technologies.

You can set your browser not to accept cookies and the above website tells you how to remove cookies from your browser. However, in a few cases some of our website features may not function as a result.

- **Work-related activities**

In the course of our work, we collect information such as the names, contact details, and work-related information about individuals we work with. This information is stored on our internal systems. We keep this information in order to invite you to collaborate on and participate in relevant work-related activities.

This includes the details of those whose professional interests align closely with our own and individuals who participate directly in our workshops and other activities, as well as those who we have current contractual obligations with or who we may in the future enter into an agreement with. We also keep the details of other professional contacts if you have consented to hearing from us for this purpose.

We collect this information through business cards, personal contact or occasionally recommendations from partner organisations or other closely associated third parties – for example those involved in co-organising an event or workshop with us.

### **3) Who we share your information with**



We may share your data with several carefully selected third parties, all of which are contractually obligated to act on our instructions and in accordance with current data protection legislation.

We will also disclose your information if ever required to do so by law or to enforce our legal rights. However, we will never sell, rent, trade, or pass your personal data to any other third parties.

- **E-newsletters**

When signing-up for our e-newsletters, the information you provide is collected by a third-party provider, Keela, which creates mailing lists and distributes e-newsletters on our behalf.

- **Online donations**

PayPal collects the information you provide – your name, email, and payment information – on our behalf. They then share your name, email, and donation amount, but not payment details, with us.

- **Work-related activities**

In the course of our work, we may occasionally disclose the data of selected professional work contacts stored on our contacts database, to affiliated organisations and partners. We will only share such information if necessary – for example when working jointly to organise an event or activity.

## 4) Security of your information

We take the security of your information very seriously. We employ physical, electronic, and administrative security measures to protect the information that we collect about you from access by unauthorised persons and against unlawful processing, accidental loss, destruction, and damage. The third parties we work with are also carefully selected to ensure they also have appropriate security measures in place.

For more information, please read our Data Protection Policy.

- **E-newsletters**

To find out more about how Keela manages data see <https://keela.zendesk.com/hc/en-us/articles/360001105791-Networks-for-Change-Inc-Keela-Privacy-Policy>

- **Online donations**

As an EU-based organisation, PayPal is subject to EU data protection regulations. For more details of how PayPal manages personal information visit: <https://www.paypal.com/en/webapps/mpp/ua/privacy-full#1>

## 5) How long we keep your information for

We only keep your data for as long as is necessary to fulfil the purposes set out in this Privacy Policy or as required by law.

- **E-newsletters**

We keep your details on our e-newsletter mailing list for as long as you consent to keep hearing from us.



You can update your preferences or unsubscribe from our e-newsletter lists at any time by clicking on the links in the newsletter, by emailing us at [office@freewestpapua.org](mailto:office@freewestpapua.org), or by calling +44 (0)1865 403 202.

#### ▪ Online donations

PayPal retains personal data in an identifiable format for the least amount of time necessary to fulfil its legal or regulatory obligations and for business purposes. Personal data may be retained for longer periods than required by law if it is in PayPal's legitimate business interest and is not prohibited by law

#### ▪ Other online use

We keep the online information we collect only for as long as is necessary to fulfil our internal reporting and analysis requirements.

#### ▪ Work-related activities

We keep the details of professional work related contacts only for as long as we have an ongoing working relationship with you. In the case of information about individuals who participate in work related activities, we keep the information only until the end of the project period, unless we anticipate an ongoing relationship with you.

## 6) Accessing your information and contacting us

We want to make sure the information we hold about you is accurate and up-to-date. If you have a query regarding this policy, if you would like us to amend any information, or to request access to the information we hold about you, please contact

- Email: [office@freewestpapua.org](mailto:office@freewestpapua.org).
- Telephone: +44 (0)1865 403 202
- Address: The Free West Papua Campaign, The Old Music Hall, 106-108 Cowley Road, Oxford, OX4 1JE

Except for information that needs to be kept for legal reasons, you have a right to opt out of us processing your data or to withdraw your consent at any time. Please contact us using the above details if this is the case.

You can update your preferences or unsubscribe from our e-newsletter lists at any time by clicking on the links in the newsletter, by emailing us at [office@freewestpapua.org](mailto:office@freewestpapua.org) or by calling +44 (0)1865 403 202.

For full information about your rights under the current General Data Protection Regulations or to make a direct, formal complaint, please see the [Information Commissioners Office website](#).

For further details on how we manage your data, see our Data Protection Policy.

*We keep this Privacy Policy under regular review and will place any updates on this page. This Privacy Policy was last updated July 2018.*