

PRIVACY POLICY

This Privacy Policy establishes the procedures of APOIAR with respect to the collection, use and disclosure of data obtained within the scope of its activity. It also contains the Cookies Policy arising from the use of this website.

Data Privacy Policy

Within the scope of its activity, APOIAR collects data from the beneficiaries of its projects, from its collaborators, financiers, donors, partners and people who want to be informed about the initiatives promoted through their prior consent. The collected data are, in a transversal way, name, identification number, telephone contact, address, e-mail, but also more specific data that are duly justified in the scope of the projects that it manages in Portugal and Mozambique.

The data collected are intended for the purposes stated at the time of their collection and are essential for the development and implementation of projects, as well as for communicating them, in particular, their results.

The collected data are archived in physical or digital format, according to the purpose in question, Projects, Human Resources and Donors, and for the period necessary for the accomplishment of the purposes for which they were collected or until the respective holder asks for their removal, without prejudice to, in certain cases, being kept for longer periods, namely, when the Law so requires.

Collection, treatment, storage, sharing and deletion of data within the scope of the Projects APOIAR operates in Portugal and Mozambique.

The data is collected by the technical team and can be accessed by it, by the project manager and coordinator. Whenever this collection is made by a partner or supplier, there is a formal agreement for storage and disposal by APOIAR.

The data will be shared with the Areas of Marketing & Communication, Fundraising, Human Resources, Finance, the President and Board of APOIAR. They may also be shared with funders, donors, partners and entities or natural persons involved in the Projects - whenever the situation justifies it or for the purposes of reporting results and impact. They are stored in physical format in APOIAR's Offices and in digital format in APOIAR's content and information storage system. The data are kept for the time stipulated in the legislation in force.

Collection, treatment, storage, sharing and deletion of data within the scope of the Volunteers

All data collected within the scope of the Volunteer Project are handled by the Volunteer Officer, by the area of communication and human resources, and may be shared with the President, the Financial Department, as well as financiers, donors and partners - whenever the situation justifies it or for the purpose of reporting results and impact. They are stored in physical format in APOIAR's Offices and in digital format in APOIAR's content and information storage system. The data are kept for the time stipulated in the legislation in force.

Collection, processing, storage, sharing and deletion of data within the scope of Fundraising

The data collected in the scope of Fundraising result from contacts established in the campaigns, Events, fundraising initiatives and all the activities inherent to this area and promoted by APOIAR. These data are collected and processed by the Communication and Fundraising Areas, filed in physical and digital format, and may be shared with the President, the Financial or Human Resources Department, as well as financiers, donors and partners - whenever the situation justifies it or for the purpose of reporting results and impact.

The holders of personal data processed by APOIAR can, at any time, update or delete their data, by contacting APOIAR directly to the email info@apoiar.org or by postal mail to Largo General Guerra, n.º 23, 2080 -039 Almeirim, Portugal.

The data processed by APOIAR are kept for the period necessary to carry out the purposes for which they were collected or until the respective holder requests their removal, without prejudice to, in certain cases, being kept for longer periods, namely, when the Law so impose it.

Collection, treatment, storage, sharing and deletion of data within the Marketing and Communication Department:

The data collected within the scope of the Communication Department result from contacts initiated by users of the Apoiar website (www.apoiar.org), or from our social networks (Facebook - <https://www.facebook.com/aapoiar/>, Instagram - <https://www.instagram.com/aapoiar/>, and LinkedIn <https://www.linkedin.com/company/11751771>), whenever the user expresses interest in finding out more information or following up on a project, initiative, campaign or event of this NGDO. In this case, exclusively, the data are kept by the Communication & Fundraising Areas, treated manually or by computer, and may be shared with the President, with the Finance or Human Resources Department - whenever the situation justifies it. The personal data collected are mostly: name, telephone, e-mail and TIN. In case of applications received we can also make exceptional collections of professional category, address, school classifications and curriculum.

The holders of personal data processed by APOIAR can, at any time, update or delete their data, by contacting APOIAR directly to the email info@apoiar.org or by postal mail to Largo General Guerra, n.º 23, 2080 -039 Almeirim, Portugal.

The data processed by APOIAR are kept for the period necessary to carry out the purposes for which they were collected or until the respective holder requests their removal, without prejudice to, in certain cases, being kept for longer periods, namely, when the Law so impose it.

Collection, treatment, storage, sharing and deletion of data within the scope of Human Resources

Within the scope of the Human Resources Department, the data collected is inherent to the recruitment and selection process of APOIAR candidates or employees.

The data are processed and preserved by the Human Resources Manager, in physical format at APOIAR's offices or in digital format in the ONGD's storage systems. These data can be shared with the President, with the Finance, Accounting, Social Security Department - whenever the situation justifies it and will be in the possession of APOIAR according to the time stipulated in the legislation in force.

Collection, processing, storage, sharing and deletion of data within the scope of other data:

Within the scope of the various areas and topics described in this document, APOIAR guarantees compliance with the rules established in the legislation in force for all data collected.

Collection of data from minors

With regard to the collection of data from minors, APOIAR is governed by the regulation defined by the current legislation of the GDPR. These data are inherent to the Volunteer Project developed by APOIAR, as well as other activities within the scope of projects or fundraising that take place in Portugal or Mozambique.

Who is responsible for data management and protection?

APOIAR is responsible for the treatment of all data acquired through the different areas previously described, privacy, confidentiality and all practices stipulated in the legislation in force.

Rights of the holder of the data collected and stored by APOIAR

The data subject may, at any time:

- Request access to the information we maintain on it (you have the right to obtain confirmation that the data concerning you are or are not being processed and, if applicable, to access your personal data and access the information provided in the law);
- Request the rectification of the information if it is inaccurate or incomplete:
- Request the deletion of your personal data:
- Request to limit the processing of your personal data:
- Oppose the processing of your personal data:
- If the treatment depends on your consent, you have the right to withdraw it:
- If consent is legally necessary for the processing of personal data, the data subject has the right to withdraw consent at any time, although this right does not compromise the lawfulness of the treatment carried out on the basis of the previously given consent or the further processing of the data. same data, based on another legal basis, such as compliance with the contract or legal obligation to which APOIAR is subject.

COOKIES POLICY

Use of Cookies

This website does not use "cookies" - text files or small software tags - which are stored on your access equipment, namely, on your computer.

The data collected through the site are those that the user sends through the forms available on the pages of the site and are mostly composed of name, phone, email, address. These data are inserted in a digital database, accessed and maintained by the communication manager, and will serve the purpose for which the form is intended. At any time, the user may request the removal of his data, or its update, by email to info@apoiar.org or by letter to APOIAR - Largo General Guerra Nº23, 2080-039 Almeirim, Portugal.