

# Privacy Policy

Welcome to <https://bulgaria.pglf.org/>

Thank you for your interest in PGLF Bulgaria. The team of PGLF Bulgaria (hereinafter referred to as “we”, “our team”, “us”) regards your privacy as a serious topic in which respect we are committed to protecting the privacy of any personal information you share with us being compliant with the General Data Protection Regulation.

## Consent

The following Privacy Policy defines key elements with regard to what personal information we collect on our website and the purposes for which we may use or disclose personal information. By using <https://bulgaria.pglf.org/> (the “Website”) and the implemented application form, however they are accessed and/or used by you (whether via personal computers, mobile devices or otherwise), you’ll be confirming that you have read and understood and agree to this Privacy Policy.

When submitting an application and with this regard using the Website, you will be asked to provide certain information, such as full name, country of citizenship, country of residence, passport/ID number, address, phone number, email, occupation, field of work/study, social media and instant messaging profiles, special physical or medical needs, dietary restrictions, financial information, personal description, photograph, tshirt size number. If this information is not provided, we will be unable to assess your application.

If you do not agree with this Privacy Policy, please do not use the Website or submit any personal information required by us to assess applications.

Our team reserves the right to modify the Privacy Policy in future without notice. In such cases, current version will always be available on our Website and, where appropriate, you will be notified by e-mail. Please do check back this Privacy Policy frequently in order to be aware of any updates or changes. When updated, this will be indicated at the top of the Privacy Policy.

Please be advised that the practices described in this Privacy Policy apply only to information gathered online at our Website and with our application form. They do not apply to information that you may submit to us offline or to websites maintained by other companies or organizations to which we may refer.

## Information collected by our team about you:

The following information about you will be collected and processed by our team:

1. Information provided by you to our team. This information may be gathered after applications or forms are filled from your side, as well as by phone, e-mail or other communication. Examples of the information you may be required to provide can be found above.

2. Information collected about you. With regard to each of your visits to our Website the following information will automatically be collected:

Google Analytics: when you use the Website, from our side analytics services are used provided by Google (“Google Analytics”). These services collect and process information about your actual location and other technical information about your visit to the Website. The information collected by Google Analytics includes the Internet protocol (IP) address used to connect your computer to the internet, clickstream to, through and from our site (including date and time), and page interaction information (such as scrolling, clicks, and mouse-overs)). Google Analytics use various technologies to determine location, including IP address, GPS, and other sensors that may, for example, provide Google with information on nearby devices, Wi-Fi access points and cell towers.

For more information on how Google Analytics uses this information, please see the site “How Google uses data when you use our partners' sites or apps”, (located at [google.com/policies/privacy/partners/](https://google.com/policies/privacy/partners/), or any other URL Google may provide in the future). Please refer back to this Google site for any changes or updates to these terms and the information collected by Google Analytics from time to time.

## How and why is your information collected

In general, you can browse the Website without submitting your personal information. However, there are a number of cases in which you may need to provide us with your personal information.

We collect your personal information in the following ways:

- When you apply for the PGLF programme;
- When you participate in any kind of surveys or research;
- When you request information or assistance;
- When you register for and participate in our future initiatives, activities and events;
- When you respond to our inquiries as your application or any other request is processed;
- When you sign up to receive e-mail newsletters;
- When you participate in possible interactive services with regard to the Programme
- With regard to any verification of your information

- When you interact with any PGLF Bulgaria page or account on a social media platform, such as Facebook, Twitter, Google+, LinkedIn, Tumblr, YouTube, or Pinterest
- When you communicate with the team throughout the Website
- With regard to any other place on the Website where you knowingly volunteer personal information.
- With regard to investigations into any activity that may violate the law or the PGLF Bulgaria Code of Conduct;

## How is your information used

The primary reason for collecting information is to process your applications and communicate with you all relevant details in this regard.

In addition, your personal information is used in the following ways:

- Responding to your inquiries;
- Communicating with you the application process;
- Communicating with you changes to our policies;
- Sending you newsletters, mailings, and information about programs, initiatives, activities, and events by e-mail or another medium;
- Processing your application
- Event registration;
- Optimizing and improving the PGLF Bulgaria programme;
- Research and development;
- Verifying relevant information;
- Investigating and preventing activities that may violate our policies or be illegal;
- Performing statistical, demographic, and marketing analyses of users of the Website and their usage patterns;
- Managing our organization.

## Where is your information stored

You expressly agree to the stated information practices, including the collection, use, processing, and sharing of your information as described in this Privacy Policy, as well as

the transfer and processing of this information to the Google data servers in the countries where we have or use facilities, service providers, or partners, regardless of where in the world you use the Website (including, but not limited to, Bulgaria). You acknowledge that the laws, regulations, and standards of the country in which your information is stored or processed may be different from those of your own country.

Your personal information will be stored using Cloud service provided by Google - Google Drive. Google Drive Terms of Service can be found on the following web page: <https://www.google.com/drive/terms-of-service/>. Google Privacy Policy can be found on the following web page: <https://policies.google.com/privacy>.

Your personal information will not be retained for longer than is reasonably necessary or required by law.

## How is your information protected?

Guarding the security of your personal information is a high priority for us. All necessary steps will be taken reasonably to ensure that your data is treated securely and in accordance with this Privacy Policy. Relevant personal information will be stored on the secure data centres of Google and strict security procedures covering the storage, processing and disclosure of your information will be followed in order to prevent unauthorized access and to comply with all relevant legal regulations. In this regard, there may be occasions when you are asked for proof of identity before disclosing any personal information to you.

Please be aware that the transmission of information via the internet is not completely secure. Once your information is received, we apply strict procedures and security features will be taken to try to prevent unauthorized access. Although all respective actions will be taken to protect your personal information, it cannot guarantee the security of your information transmitted to our site; any transmission is at your own risk.

## Disclosure of personal information

Our team is committed to applying the highest standards of ethical and lawful practices in all our operations and is dedicated to protecting the privacy of all applicants and visitors to the Website. Except as set out below, our team will not sell, give away, or permit anyone outside the team to use or access your personal information.

You agree that we have the right to share your personal information with selected third parties, including: (i) partners, suppliers and sub-contractors for the performance of any contractual agreement; and (ii) analytics and search engine providers that assist us in the improvement and optimization of the Website. These third parties should be contractually obligated to maintain the confidentiality and security of any personal information collected from the Website as well as restricted from using, selling, distributing, or altering this information in any way other than to provide the requested services to us.

Your personal information will be disclosed in the cases and under the conditions prescribed by the law.

## Your rights

You have the right at any time to access the information held about you. If you would like to make a request with regard to this subject, please contact us sending an email to: [bulgaria@pqlf.org](mailto:bulgaria@pqlf.org) with the following subject: "Access Request <<Name>>" with your name included.

You also have the right to challenge the accuracy and completeness of any recorded personal information that is held about you and have it amended as appropriate, upon written notice to [bulgaria@pqlf.org](mailto:bulgaria@pqlf.org).

## Cookie policy

A cookie is a piece of information stored on the hard drive of your computer by your web browser when visiting a website. As with many other online services, our Website uses cookies (including in connection with the services provided by Google Analytics, as stated above) to gather certain usage information such as how and when pages in the Website are visited, and by how many people. Your browser can be set by your preference to refuse, remove or block cookies or show when a cookie is being set up without affecting your use of most of the features of the Website. More information on cookies can be found on: [www.allaboutcookies.org](http://www.allaboutcookies.org).

## Contact details

If you want to address any questions regarding this Privacy Policy, complaints regarding the use of your information by our team, if you would like to change any of your preferences, if you no longer wish to receive e-mail updates from our team, or if you believe our team has incorrect, outdated or incomplete information about you, please contact us on the following e-mail: [bulgaria@pglf.org](mailto:bulgaria@pglf.org).