

Privacy notice

This privacy notice is applicable to visitors of the INDELA website and people submitting a concept note to apply for INDELA Services.

1. Introduction

This website is owned and operated by the Iniciativa por los Derechos Digitales en Latinoamerica (“INDELA” or “us” or “we”). INDELA takes your privacy seriously and is committed to handling your personal data in a fair and secure manner. We believe it is important to inform you about which personal data we collect and how we will use your personal data.

This privacy notice applies to all personal data that is collected and used by us when you apply for a grant, pro bono support or any other type of support from us (“Services”), or when you visit our website.

2. Who we are

INDELA is responsible for the collection and use of your personal data through your use of our Services or visiting the website. INDELA is a fund that seeks to support the advancement of digital rights and capacity building of digital rights actors in Latin America.

3. Personal data we collect

The personal data we collect about you when you use our Services may include the following:

Personal data you provide to us:

- Your contact details – your name and your email address;
- Your communication data – information contained in your grant application, such as the name of your organisation, the type of your activity in which you want support, the estimated costs of the activity and other data that we receive if we communicate with you online or via email.
- Other information you provide to us, either voluntarily or upon our request.

Personal data we automatically collect: INDELA does not use cookies or similar technologies that collect information about your use of our website.

5. What we do with your personal data

INDELA collects and uses your personal data on a lawful basis for the purposes described below.

INDELA uses your name, e-mail address and communication data to know who is submitting an application, to make an assessment for qualification for a grant and to have a way to communicate with you. We do so in order to take the necessary steps at your request prior to entering into an agreement.

Moreover, the information referred to above in the section ‘Personal data we collect’ may be used to maintain appropriate business records, to comply with lawful requests by public authorities and to comply with applicable laws and regulations. We would do so on the basis of compliance with a legal obligation to which we are subject.

INDELA may use your email address referred to above in the section ‘Personal data we collect’, for information purposes, if you have decided to sign up for our newsletter. This includes for example, informing you on new content on our blog or calls for application. We may do this on the basis of your consent. We will not retain the email address you provided to us any longer than three years, unless requested by you.

You can withdraw your consent at any time. In order to do so, see the section ‘Your rights’ below.

6. Data retention

We retain your personal data for as long as required to satisfy the purpose for which they were collected, unless a longer period is necessary to comply with our legal obligation or to defend a legal claim.

7. Social media and other websites

Our website may contain links to third party websites, for example to Twitter. If you follow these links, you will exit our website. While these third party websites are selected with care, INDELA cannot accept liability for the use of your personal data by these organisations. For more information, please consult the privacy statement of the website you are visiting.

8. Disclosure and transfer of personal data

For the purposes described in this privacy notice, we may share your personal data on a need to know basis with colleagues due to their function within INDELA.

9. Your rights

We will take steps in accordance with applicable legislation to keep your personal data accurate, complete and up-to-date. You are entitled to have any inadequate, incomplete or incorrect personal data corrected (that is: rectified). You also have the right to request access to your personal data and to obtain a copy of it as well as request additional information about the processing and to request us to erase the personal data we hold about you.

The following rights apply to European residents in addition to the above:

- Right to restriction: you have the right to obtain a restriction of processing, for example in case we no longer need your personal data in view of the initial purposes, but they are required by you for the establishment, exercise or defence of legal claims;
- Right to object: you have the right to object to our processing of your personal data which is based on our legitimate interests. We will no longer process your personal data upon your request, unless we have compelling legitimate grounds for the continuation of the processing which override your interests, rights and freedoms, or for the establishment, exercise or defence of legal claims;
- Right to withdraw consent: in cases where we rely on your consent for using your personal data, you can withdraw such consent at any time by sending an email to: coordinacion@indela.fund, you may also use the unsubscribe button provided for in every newsletter we send;
- Right to data portability: under circumstances, you have the right to have your personal data transmitted to another data controller in a structured, commonly used and machine-readable format;
- Right to lodge a complaint: in case you have a question or complaint about how we process your personal data, you can send an email to info@indela.fund. Alternatively, you could consider to lodge a complaint with a supervisory data protection authority. For further information regarding your rights, or to exercise any of your rights, please contact us through the details provided below.

10. Contact us

If you have any questions regarding the processing of your personal data or this privacy notice, please contact INDELA via info@indela.fund or via the below postal address:

INDELA
Calle Evelio Lara 131b, Clayton, Panamá

This privacy notice is dated January 2019. We may change this privacy notice from time to time. If a fundamental change is involved that requires us to inform you about this, or if the change is in any other manner relevant to you, we will ensure that information is provided to you well in advance of the change actually taking effect.