

ETHIOPIA'S GREEN FUTURE

BUILDING WASTE & CIRCULAR ENTERPRISES IN ETHIOPIA

PRIVACY POLICY

At Reach for Change, we're committed to protecting and respecting your privacy.

This Privacy Policy explains when and why we collect personal information about applicants for the Building Waste and Circular Enterprises in Ethiopia program, how we use it, the conditions under which we may disclose it to others and how we keep it secure. We may change this Policy from time to time so please check this page occasionally to ensure that you're happy with any changes.

By applying for the program, either the Green Business Incubator or the Green Innovation Lab, you're agreeing to be bound by this Policy. Any questions regarding this Policy and our privacy practices should be sent by email to dataprivacy@reachforchange.org or by writing to Reach for Change, Ethiopia at Yeka Sub-city, Woreda 08, GurdshollaTen Sisters NGO building, 6th floor, Room No 030.

Who we are?

Reach for Change is an independent global non-profit organisation that improves the lives of children and youth by empowering and developing social entrepreneurs with innovative ideas. We operate as one organisation across several markets in Northern Europe, Central Europe and Africa. Our core belief is that human innovation and entrepreneurship are strong and necessary tools for achieving SDG targets, and we are committed to unleashing its power to create a better world for children.

Why do we collect information from you?

We use personal information to improve our products and services; and send notifications, offers, newsletters, event invites, and promotions.

What type of information is collected from you?

The personal information we collect might include your name, address, email address, IP address, and information regarding what pages are accessed and when. We do not ask for online or physical donations for any of our programs, so be advised and don't follow through with any payments.

Why do we collect this information?

We use the personal information we collect for communication purposes, including:

- To send you newsletters, surveys as well as annual and impact reports
- To send you invitations to events, competitions and lectures
- To carry out our obligations arising from any contracts entered into by you and us

- To send you communications which you have requested and that may be of interest to you
- To process a grant or job application
- To maintain our list of contacts

We review our retention periods for personal information regularly. We are legally required to hold some types of information to fulfil our statutory obligations. We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us.

Who has access to your information?

We do not sell, hire out, distribute or otherwise make your data available to any third party. However, we may share information with third-party service providers to complete tasks and provide services to you on our behalf (as listed below), as a way of improving our products and services. For example, to help us manage our relations at Reach for Change, we use a customer relationship management (CRM) tool called Highrise. This helps us to organize our contacts and only reach out when we have relevant information. We use a trusted email service called Mailchimp to send information to our contacts as well as GSuite to securely store information (such as event participant lists). We may also use non-personal data to build anonymous data profiles, provide segmented marketing and generate aggregate statistical information.

When we use third-party service providers, we disclose only the personal information that is necessary to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their direct marketing purposes. Please be reassured that we will not release your information to third parties for them to use for their direct marketing purposes, unless you have requested us to do so, or we are required to do so by law, for example, by a court order or for prevention of fraud or other crime.

You can be assured that we protect the information we collect. By using our products or services, you agree to the collection, use and sharing of your data under this Privacy Policy. Unless the specific product states otherwise, all Reach for Change Ethiopia products and services, particularly the Building Waste and Circular Enterprises in Ethiopia service are included under this Privacy Policy.

How do we collect your personal information?

When you provide it to us directly, use our products or website, by signing in as an applicant on our application system, and through cookies. We collect personal information that you voluntarily provide to us, for example when you communicate with us via email or other channels, when you visit our website, when you sign up for or ask us to send you newsletters, when you apply to join one of our programs or sign up for an event, alerts, or other materials. The data we collect might include your name, phone number, postal address, email address, job title and business affiliations.

Use of cookies

Like many other websites, the Reach for Change website uses cookies. "Cookies" are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. They collect statistical data about your browsing actions and patterns and do not identify you as an individual. For example, we use cookies to store your country preference.

Using cookies helps us to improve our website and deliver a better more personalised service. You have the option to either accept or refuse these cookies through your browser preferences and know when a cookie is being sent to your computer. Turning cookies off may result in a loss of functionality when using our website.

All browsers enable you to delete individual or all cookies at once. The procedure for how to delete varies from browser to browser. Remember to delete cookies in all the browsers that you are using.

Use of Google Analytics

Reach for Change uses [Google Analytics](#) to gather and assess information about how visitors use the website. Google Analytics uses cookies. Google Analytics only receive general web statistics, like for example type of browser, language and which website the user came from.

Profiling

We may analyse your personal information to create a profile of your interests and preferences so that we can contact you with information relevant to you. We may make use of additional information about you when it is available from external sources to help us do this effectively. We may also use your personal information to detect and reduce fraud and credit risk.

What rights do you have over your personal information?

You may ask us how we process your information, correct or delete your personal information, and opt out of email messaging and certain data collection and use. We welcome your inquiries and comments. You have the right to know what personal information we process about you and may request a copy. You are also entitled to have incorrect personal data about you corrected and you may in some cases ask us to delete your data. You can also object to certain personal data about you being processed and request that the processing of your data be limited. Please note that the limitation or deletion of your data may mean we will be unable to provide the communications and invitations described above. You also have the right to receive your data in a machine-readable format and have the data transferred to another party responsible for data processing.

If you are dissatisfied with how we process your data, you are entitled to report this to the Federal Data Protection Authority in Ethiopia, which is the regulator for our processing of personal data.

Under GDPR, you're entitled to request access to the personal data that we process. We will process your request within 30 days of receiving the Data Subject Access Request fee. A reasonable service fee for handling your Data Subject Access Request may be applied to the extent the request is manifestly unfounded or excessive.

How you can access and update your personal information?

The accuracy of your information is important to us. We're working on ways to make it easier for you to review and correct the information that we hold about you. In the meantime, if you change your email address or any of the other information we hold is inaccurate or out of date, please email us at dataprivacy@reachforchange.org, or write to us at Reach for Change, Ethiopia, Yeka Sub-city, Woreda 08, GurdshollaTen Sisters NGO building, 6th floor, Room No 030. Alternatively, you can telephone +251 911658579.

Security

We value your trust in providing us with your Personal Information, thus we are striving to use commercially acceptable means of protecting it. But remember that no method of transmission over the internet, or method of electronic storage is 100% secure and reliable, and we cannot guarantee its absolute security.

Links to other sites

Our website may contain links to other sites. If you click on a third-party link, you will be directed to that site. Note that these external sites are not operated by us. Therefore, we strongly advise you to review the Privacy Policy of these websites. We have no control over and assume no responsibility for the content, privacy policies, or practices of any third-party sites or services.

Children's Privacy

We are concerned to protect the privacy of children aged 13 or under. We do not knowingly collect personally identifiable information from children under 13. In the case we discover that a child under 13 has provided us with personal information, we immediately delete this from our servers.

If you are aged 13 or under, please get your parent/guardian's permission beforehand whenever you provide us with personal information. If you are a parent or guardian and you are aware that your child has provided us with personal information, please contact us so that we will be able to take the necessary actions.

Transferring your information outside of Africa

As part of the services offered to you through this website, the information which you provide to us may be transferred to countries outside Africa. By way of example, this may happen if any of our servers are from time to time located in a country outside of Africa. These countries may not have similar data protection laws to Ethiopia. By submitting your data, you're agreeing to this transfer,

storing or processing. If we transfer your information outside of Africa in this way, we will take steps to ensure that appropriate security measures are taken to ensure that your privacy rights continue to be protected as outlined in this Policy.

If you use our services while you are outside Africa, your information may be transferred outside Africa to provide you with those services.

Photography

Reach for Change reserves the right to use any photograph/video taken at any event hosted by Reach for Change at our registered offices, without the expressed written permission of those included within the photograph/video. Reach for Change may use the photograph/video in publications or other media material produced or used by Reach for Change including but not limited to: brochures, invitations, promotions, newspapers, magazines, television, websites, etc.

A person attending a Reach for Change event who does not wish to have their image recorded for distribution should make their wishes known to the photographer, and/or the event organizers, and/or contact dataprivacy@reachforchange.org, in writing about his/her intentions and include a photograph.

Changes to this Privacy Policy

We may update our Privacy Policy from time to time. Thus, we advise you to review this page periodically for any changes. We will notify you of any changes by posting the new Privacy Policy on this page. These changes are effective immediately after they are posted on this page.

Contact us

If you have any questions about how we process your data, please feel free to contact us at dataprivacy@reachforchange.org.