

# **Privacy policy**

In this privacy policy we explain how we use your personal information when you purchase our services, receive bulletins or information about our services or any other type of interaction with us.

#### Who we are

CEGESTI is a non-profit organization founded in 1990, with the mission of contributing to sustainable development in Latin America. For more information www.cegesti.org

To ensure privacy in the processing of your personal data to send emails about our services and bulletins, we define the following guidelines.

### What information is being collected and used?

The personal information we collect and used includes:

- When you perform a service contract with us, we process your information, which may include: name, passport number, identity card, country of residence.
- When you subscribe to our information bulletins, we process your name, position and email
- We also keep your communication preferences when you unsubscribe from our bulletins.
- You may choose to share information with us, for example when you share your interests and preferences with us or fill out a customer survey.

# For wich purposes we use your data

- To comply with our legal and fiscal obligations.
- We use your contact details to communicate with you in relation to our services or information bulletins, to answer your questions or to handle your complaints.

## Disclosing or sharing data with third parties

- With your consent, we may share your information through letters describing the service provided to you by CEGESTI.
- We may share your information, with trusted third-party service providers we work with for the purposes sending bulletins and emails.

### **Security and retention**

CEGESTI will take appropriate technical and organizational measures to protect your personal data against loss or unlawful use.

Your personal data will be retained for as long as required for the purposes described in this privacy policy or in so far as such is necessary for compliance with statutory obligations.

#### **Contact information**

If you have any questions or comments regarding CEGESTI privacy policy please contact <a href="mailto:info@cegesti.org">info@cegesti.org</a>

## **Policy version**

This Policy was last updated in May 2018.