

## **Privacy Policy**

This privacy policy explains how the Centre for Research on Governance and Development (CPGD) collects and uses your personal information. It also describes your rights and how you can apply them.

### **Personal information, processing of personal data and responsibility**

Personal data are all types of information that can be directly or indirectly attributed to a natural person, such as name and address, but also pictures and sound recordings. Encrypted data and various types of electronic identities, such as IP numbers, are personal data if they can be linked to natural persons.

We receive, collect and store any information you enter on our website or provide us in any other way. In addition, we collect the Internet protocol (IP) address used to connect your computer to the Internet. We may use software tools to measure and collect session information, including page response times, length of visits to certain pages, page interaction information, and methods used to browse away from the page.

Processing of personal data is any operation performed upon personal data, whether it is carried out automated or manually. Examples of common data processing are collection, registration, storage, transfer and deletion.

### **Types of processing**

Personal information provided in connection with subscription to our newsletter is only saved as long as you are a subscriber. When you unsubscribe from the newsletter we will delete your personal information.

Personal data provided in connection with interest requests regarding general enquiries, employment with us or job applications will only be used or stored for the purpose for which you provided them.

### **Purpose of processing**

When you register as a subscriber to our newsletter via our website we collect some personal information to be able to process your application or manage your subscription.

When you contact us for specific questions about our work or similar we only use your personal information for the purpose for which you provided them.

When you apply for vacant posts or submit interest requests with regard to employment with us, we use your personal information only for the purpose for which you provided them.

### **The use of cookies and other technical applications**

A cookie is a small file that is placed on your computer when you visit a website. Cookies and similar technologies are used on this site to improve user experience, analyse traffic, and optimize the site. No personal information (such as email address or name) is saved.

If you do not accept the use of cookies, you can turn off cookies through your browser's security settings. You can also set the browser to get a warning every time the site tries to put a cookie on your computer. Through the browser, previously stored cookies can also be deleted. See your browser's help pages for more information on how to do this.

On our website there are also applications that link to social media, such as a Facebook, Twitter and LinkedIn button. These features can collect certain personal information, such as IP numbers. This privacy policy does not apply to these features and your interaction with these features is governed by integrity policies of the companies that provide them.

### **Information that may be disclosed**

We never sell your personal information to third parties for marketing purposes or similar but we can share information with other companies and organizations that process the information and data on our behalf and according to our instructions. This is in order for us to offer our services and fulfill our commitments. For example, Mailchimp, through which we distribute our newsletter, uses so-called beacons, which is information about, for example, IP address and browser that you share when you open your email. We do not use personal data but only general statistics to analyze the scope of the newsletter.

CPGD's website is hosted on the Wix.com platform. Wix.com provides us with the online platform that allows us to communicate our research and services to you. Your data may be stored through Wix.com's data storage, databases and the general Wix.com applications. They store your data on secure servers behind a firewall.

### **Your rights**

You are entitled to receive, upon request, information about your personal data which the CPGD collects and processes. Send a signed request by mail or as an attachment to [info@cpgd.org.mz](mailto:info@cpgd.org.mz). You also have the right to have your personal information corrected, deleted, and moved.

### **Privacy Policy updates**

CPGD reserves the right to modify this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the website. If we make material changes to this policy, we will notify you here that it has been updated, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we use and/or disclose it.

*Version dated: May 2018*