



PRIVACY STATEMENT AND DATA PROTECTION POLICY

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Table of contents

1. PRIVACY STATEMENT	3
2. DATA WE COLLECT AND HOW WE STORE IT	3
a. Members	3
b. Service users	4
c. Subscribers	4
d. Website users	4
3. HOW WE USE YOUR DATA	4
a. Data usage	4
b. Data storage	5
c. Data sharing	5
d. Webinars and event platforms	5
e. Data retention	6
4. YOUR RIGHTS	6

1. PRIVACY STATEMENT

The Global Alliance of NGOs for Road Safety (the Alliance) is committed to upholding the data and privacy rights of our members, service users, -subscribers and staff and to meeting our legal responsibilities in the regions where we operate. This includes the requirements set out in the EU General Data Protection Regulation (GDPR), which came into force on 25 May 2018.

The Alliance may hold contact data for you if you are a part of our member NGO community, a partner, supporter or follower of the Alliance with a legitimate interest in our work or have expressed an interest in receiving information from us. We will only use your data in line with the purpose that it was originally given. We commit to storing all data in a secure and responsible manner and use data-processing platforms, including MailChimp and secure hosted servers, to achieve this. We never use your data for commercial purposes, and we do not share your details with third parties or partners except with your knowledge and consent.

Details regarding what data we hold and how we use it are provided below.

For any questions regarding this policy, please contact admin@roadsafetyngos.org.

2. DATA WE COLLECT AND HOW WE STORE IT

The Alliance never requests or stores data beyond that which is deemed necessary within the scope of our work.

The Alliance collects information from the following groups of users:

a. Members

The Alliance is a membership organization and, as such, holds data that our member NGOs have provided during the application process and by updating their profiles or by contacting the Alliance. The information held includes contact details for individuals within the member organization (including names, phone numbers, and e-mail addresses) and contact details of references provided in support of the member's application. Member profiles, including contact names and phone/e-mail information, may be shown on their profile on our website. Members can edit information and control what is publicly visible on the site. Members are responsible for the accuracy of data provided during the application process and that which is publicly available via their profile. When an organization is accepted to join the Alliance, the contacts that they provide are automatically added to both the members' and newsletter distribution lists in Mailchimp.

b. Service users

When you sign up for an Alliance service (such as a webinar or event), complete an Alliance questionnaire, or apply for an Alliance-related grant, we will collect information necessary to process your submission. Only relevant information will be gathered. In most cases, this will include contact details. In the cases of grants, bank details must be gathered for the purpose of processing payments, and where assistance is required to obtain visas, additional personal data may be required and gathered. Sensitive data will be treated with particular care and will not be stored beyond the purpose for which it was gathered without your knowledge.

c. Subscribers

We send a monthly newsletter and occasional announcements that are in line with our purpose and subscribers' interests. New subscribers to our newsletter can sign up via our website or through direct contact with Alliance staff members. Only email addresses and names are collected, but our online marketing provider, MailChimp, also collects demographic information from mail campaigns, including a user's region and e-mail client. You can read more in their [privacy policy](#). Subscribers can unsubscribe at any time by clicking on the unsubscribe button at the bottom of any mailing from us or by sending an e-mail to admin@roadsafetyngos.org.

d. Website users

The Alliance website www.roadsafetyngos.org uses cookies and, for statistical purposes only, we may collect information that is available from your browser, including but not limited to traffic data, location data, and the resources that you access.

e. Alliance staff and candidates

In order to evaluate the candidates for an open position, the Alliance will collect personal data during a recruitment process, such as names, contact details, education, work history and other relevant information. All data is stored on the dedicated shared drive and only shared internally with the recruitment team. Once the selection process ends, the Alliance staff will delete all information received from unsuccessful candidates and stored on shared drives or email accounts. Should any candidate's data be retained for future job opportunities, the Alliance will obtain explicit consent and offer the option for candidates to withdraw their consent at any time.

The Alliance keeps HR records for staff under agreement for personnel management and legal compliance. All personal data is stored in a dedicated shared drive and accessible only to authorised personnel.

3. HOW WE USE YOUR DATA

Your data will be used for only the purposes indicated when you submit it or as detailed under this data protection policy. We will never use or store data for commercial purposes.

a. Data usage

We use personal information held about you in the following ways:

- i. To communicate with you through our newsletter or other communications, including but not limited to announcements, questionnaires, event and training sign-ups, and opportunities.
- ii. To carry out our obligations to you in processing our service offerings, including but not limited to processing funding applications or registration for events, training, and webinars.
- iii. To analyze our members, subscribers, and website users to produce statistical data: for example, to identify the number of members by region or area of work or to analyze questionnaire results. Where statistical data is published, it is summarized, and individuals cannot be identified. Quotations are usually anonymized, showing only the quoted source's region. Should we wish to identify you in publications or other mediums, we will seek your consent.
- iv. To ensure that the content from the website is presented in the most effective manner for you and your computer.

b. Data storage

Data is stored using secure systems that are compliant with the GDPR.

c. Data sharing

When you sign up for one of our services, such as the newsletter, or to register for events and webinars, your details will be transferred to a data-processing platform, such as MailChimp or a secure, hosted server.

We do not share data with third parties without your consent, and data is never shared for commercial purposes. Data may be shared only with third parties, such as project partners, for noncommercial purposes that support the Alliance's mission, e.g., research, project reporting, or networking. You will be asked for your consent if data is to be shared in this way.

d. Webinars and event platforms

The Alliance utilizes third-party platforms, including Zoom and Brella, to organize interactive online events. By registering for these events, you give your permission, for photos or video that you are shown in to be used by the Alliance for non-commercial purposes including live stream, session recordings, website, social media, and presentations. Sessions may be recorded and shared via our YouTube channel or social media platforms.

When you are attending these sessions, you are prohibited from recording the sessions yourself and any photos taken must respect our privacy policy.

When you attend a session, you can customize the data, such as name and profile picture/video, that is shown about you to other participants. If you do not wish for your name and image to be shown, you are responsible for anonymizing your profile name and the image shown and switching off your camera.

Your data is processed as per the Alliance's Terms of Use and Privacy Policy and also any of the relevant third party platforms.

e. Data retention

The Alliance maintains records of services that members have accessed, such as webinars and Global Meetings, to monitor our own efforts and for donor reporting. Personal data that is no longer relevant will be deleted.

Evaluation data, reports, and questionnaires, may be retained for a period of time to allow follow-up or further analysis or for reporting to funders.

Permanent storage:

Legal documents

Governance documents

Board documents

Annual reports

Audit reports

Temporary storage

Staff records: 5 years after termination of employment

Financial and accounting records: 10 years

Funding / grant records: storage periods will be discussed in detail with each donor, to make sure specific requirements are met

Subgrant records: 10 years

Project documents: 5 years

Membership information: for the duration of membership plus 5 years

4. YOUR RIGHTS

You have the right to see the data that the Alliance holds about you. To request this information, please contact admin@roadsafetyngos.org.

You have the right to unsubscribe from all or certain usages of your data at any time. Subscribers can unsubscribe at any time by clicking on the unsubscribe button at the bottom of any mailing from us or by sending an e-mail to admin@roadsafetyngos.org.

You also have the right to be forgotten. If you wish us to remove your details from our records, please contact admin@roadsafetyngos.org.

Members are responsible for the accuracy of data on their member profiles. This profile, which is accessible via the website, is to promote each member. You may ask us, or we may ask you, to rectify information you or the Alliance think is inaccurate.

If you believe that data that we hold about you, outside of the member profiles, is inaccurate, please contact admin@roadsafetyngos.org to correct this.

In the event of a data breach, we will report the incident in line with the requirements of the GDPR.