

Synaptica Project Privacy Policy

At Synaptica Project, we take your privacy very seriously and we're committed to protect the personal information you have shared with us.

In accordance with art. 13 of the EU Regulation n. 2016/679, also known as General Data Protection Regulation (below "GDPR"), Synaptica Project informs you that your personal data will be treated according to provisions of GDPR and any other applicable law.

Our Privacy Policy outlines what information we collect about you and how it is used. We also explain how we look after your Personal Data, who we share it with, how we look after it and tell you about your privacy rights.

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1) WHY DO WE COLLECT PERSONAL DATA?

Synaptica Project is an organization that supports solution makers and communities. We work closely with movements, institutions, activists, donors, companies, artists, creators and more. For an idea to become a socio environmental solution it is vital to collaborate, build and sustain relationships.

To this end, we collect personal information about you, that help us:

- To execute all the phases connected to donations, memberships, adhesions to projects, campaigns, events or other initiatives promoted by Synaptica Project (Ex. Sending donation receipt; Generating partnership agreements...).
- To comply with internal administrative procedures and\or other laws and regulations in Italy, Spain or anywhere we operate.
- To communicate with you.

- To invite you to events, campaigns, initiatives, petitions etc.
- To solicit donations or call for volunteers
- To share with you reports, photos, videos and other information regarding our projects and our work.
- To send you satisfaction surveys.

We will keep communicating with you, including when the relationship will be ended, until you will expressly command otherwise.

2) WHY CAN WE COLLECT YOUR PERSONAL DATA?

In order to comply with the contractual obligations coming from our relationship with employees, volunteers, consultants, members, donors, participants, and beneficiaries, Synaptica Project is allowed to collect and treat personal data related to such relationships.

The regulation in force allows treating personal data to send promotional information about the organization's activities, campaigns and\or initiatives since it is responding to a legitimate interest.

3) WHAT PERSONAL DATA DO WE COLLECT?

We may collect, use, store and transfer different kinds of Personal Data:

- **Identity Data** includes first name, last name, username or similar identifier, title, identification number.
- **Contact Data** includes email address, telephone numbers, location, country, language preference
- **Financial Data** includes bank and/or payment details to fulfill the contracts. It also includes details about donations from you, including the amount, currency and method of payment.
- **User Record Data** includes information you have voluntarily provided about your interests, preferences, feedback, survey responses, comments, personalized messages from you, public comments submitted, and your response to any polls or surveys. We also keep records of each time you complete a campaign action, whenever you subscribed or unsubscribed to a mailing list, whether you acted in response to a mailing, social media, or through another source, details of phone calls with you, and any other information you share when you take any action with Synaptica Project, online or otherwise;
- **Volunteer Data** includes information about whether you are interested in volunteering, and, if so, what types of activity you would like to be involved in;
- **Mailing Data** includes mailings between us (including date/timestamp of mailing, content of mailing, language of mailing, topic categories);
- **Communications Data** includes your preferences in receiving communications from us and, where applicable, your opt-in to receive such communications.

4) HOW WE COLLECT YOUR PERSONAL DATA

We mostly collect Personal Data directly from you when you voluntarily provide such information, such as when you:

- are a member, employee, volunteer, donor, partner, consultant, provider, customer and/or beneficiary.
- sign up to our newsletter or mailing list;
- take action online (including responding to one of our surveys or contacting us for inquiries);
- RSVP, participate, volunteer, co-create, host or a provider for an event;
- Provide your name and email address to one of our partner organizations, on the basis that it can be shared with us.

5) HOW WE USE YOUR PERSONAL DATA

Synaptica Project collects and uses your Personal Data with the only purpose of achieving its mission with your consent under a legal and fair process. If you provide Personal Data for a certain reason, we may use the Personal Data in connection with the reason for which it was provided. For example:

- If you sign up for a campaign or to attend an event, we will use your Personal Data to send you updates and other information about the campaign or event.
- If you donate, we use your Personal Data to send you information about the impact of your donation via mail.
- If we buy products or services from you, we use your Personal Data to realize payments.

Your data may be collected and processed with paper or computerized methods, also through databases. This work is performed in compliance with the provisions of the GDPR concerning security measures, and in any case guaranteeing data security and confidentiality.

We limit access to your Personal Data to those employees, agents, contractors and other third parties who have an organizational need to know. They will only process your Personal Data on our instructions and they are subject to a duty of confidentiality.

However, no Internet or e-mail transmission is ever fully secure or error free. In particular, e-mail sent to or from the Website may not be secure. Therefore, you should take special care in deciding what information you send to us via email, social media or other communication and/or payment channel.

Do we transfer data cross border?

Synaptica operates internationally but mostly between Italy and Guatemala, so your Personal Information may be transferred and stored across borders (including, for EU citizens, outside of the EEA). We take reasonable steps to ensure that cross-border data transfers comply with existing data protection laws, such the use of non-disclosure agreements and other standard contractual clauses that bind parties to protect the privacy and security of data.

6) WHO IS RESPONSIBLE FOR THE TREATMENT OF YOUR PERSONAL DATA?

Data Controller: Synaptica Project

Address: Via dei Platani 88, Ardea, RM, Italy.

Data Protection Officer: Agostino Giannetti

If you have additional questions or require more information about our Privacy Policy, do not hesitate to contact us through email at htsynaptica@gmail.com.

7) WHEN WE SHARE YOUR DATA AND TO WHOM

We may share your personal information with third parties. The list below details who are the recipients or recipient's category and when Synaptica may share your data with them.

Public administration and other public or private institutions when Synaptica is required to do so by law or in the good faith belief that such action is necessary to (i) comply with a legal obligation, (ii) protect and defend the rights or property of Synaptica Project, (iii) act in urgent circumstances to protect the personal safety of Website visitors or the public, or (iv) protect against legal liability.

Internal staff, board members, volunteers, mentors, public and private partners, consultants or other external public or private entities, when it's needed to fulfill the obligations and realize the structural activities connected to the realization of Synaptica's projects (Ex. Communicate with you about a campaign, initiative, event you're participating,).

We require all third parties to respect the security of your Personal Data and to treat it in accordance with the law. We do not allow our third-party service providers to use your Personal Data for their own purposes and only permit them to process your Personal Data for specified purposes and in accordance with our instructions.

8) FOR HOW LONG WE KEEP YOUR DATA

We will store your personal data for a period of maximum 10 years for administrative purposes and, in any case, for the time strictly needed by Synaptica to pursue its legitimate interest, until you will expressly command otherwise.

9) WHAT ARE MY LEGAL RIGHTS IN RESPECT TO MY PERSONAL DATA?

For EU Citizens, under certain circumstances, the GDPR gives you rights in relation to your Personal Data. These are the right to:

- Request access to your Personal Data;
- Request correction of your Personal Data;
- Request erasure of your Personal Data (though this will not apply where it is necessary for us to continue to use the data for a lawful reason);
- Object to processing of your Personal Data;
- Request restriction of processing your Personal Data;
- Request transfer of your Personal Data;
- Right to withdraw consent (where we are relying on consent to process your Personal Data).

If you wish to exercise any of the rights set out above, please contact us at [**htsynaptica@gmail.com**](mailto:htsynaptica@gmail.com). If you want to know more about the GDPR click [here](#).

10) UPDATING THE PRIVACY POLICY

Synaptica may change its Privacy Policy from time to time. If we make any significant changes to the rules that govern our site, or the way we use your Personal Data, we will add a prominent notice to our Website. Please review this Privacy Policy periodically, and especially before you provide any Personal Data. This Privacy Policy was last updated on the date indicated above. Your continued use of our Website after any changes are made to this Privacy Policy indicates your agreement with the terms of the changed Privacy Policy.