

### **1 General**

Data protection is a major concern of Protect Borneo's Rainforests. This privacy statement describes the scope, purpose and manner in which Protect Borneo's Rainforests processes personal data. Protect Borneo's Rainforests complies with the applicable data protection regulations when processing personal data. All Protect Borneo's Rainforests employees are bound by professional secrecy.

### **2 Processing of personal data**

#### **2.1 What is personal data**

Personal data is information that relates to an identified or identifiable natural person, such as title, first name, surname, date of birth, address, email address, etc.

#### **2.2 Orders in the online shop**

When ordering goods on Rega's online shop, Protect Borneo's Rainforests stores the following personal data: Name, first name, address, postcode, town, e-mail address.

This data is used for the purpose of processing the contract.

Your data will be deleted no later than 10 years after fulfilment of the contract. If deletion is not technically possible, the data will be archived and access rights will be restricted as far as possible.

#### **2.3 Donations**

When you make a donation, Protect Borneo's Rainforests collects your surname, first name, street and town. You can support Protect Borneo's Rainforests easily and directly, in particular by using Eurocard/MasterCard, American Express or PostCard.

Protect Borneo's Rainforests uses the data for the purpose of processing donations.

After expiry of the legal retention period, the data is deleted. If deletion is not technically possible, the data is archived and access rights are restricted as far as possible.

#### **2.4 Contact request via contact form or e-mail**

In the case of contact enquiries via e-mail or contact form on the website, the following personal data is collected: First name, last name, street, postcode, city, e-mail address.

The data is used for processing the contact request.

After expiry of the legal obligation to retain the data, it is deleted. If deletion is not technically possible, the data is archived and access rights are restricted as far as possible.