

Amphibian Survival Alliance Data Privacy and Protection Policy

ARTICLE 1: PURPOSE

The purpose of this policy is to ensure that the Amphibian Survival Alliance (ASA) complies with applicable privacy regulations and protects the rights of individuals whose personal data are collected and processed by ASA.

ARTICLE 2: SCOPE

This policy applies to all ASA personnel, including Secretariat members, volunteers, interns, contractors, Global Council members, and partner organizations, who are involved in the collection, processing, storage, transfer, and management of personal data on behalf of ASA. This policy applies to all ASA operations worldwide.

ARTICLE 3: DEFINITIONS

Personal data: Any information relating to an identified or identifiable individual.

Processing: Activities involving personal data, including but not limited to collecting, storing, using, sharing, and deleting data.

ARTICLE 4: POLICY STATEMENTS

- 4.1 ASA processes personal data fairly, lawfully, transparently, and only for legitimate organizational purposes.
- 4.2 ASA limits the collection of personal data to what is adequate, relevant, and necessary for the intended purposes.
- 4.3 Consent is obtained from individuals when required for data collection and processing. Individuals have the right to access and correct their personal data.
- 4.4 Reasonable security safeguards are in place to protect personal data against risks such as loss, unauthorized access, destruction, misuse, modification, or disclosure.
- 4.5 ASA ensures that any transfer of personal data across borders complies with applicable laws and regulations.
- 4.6 Privacy breaches involving personal data are reported to relevant authorities as required by law.
- 4.7 Records containing personal data are retained only as long as needed for their intended purpose and in accordance with legal requirements.

ARTICLE 5: IMPLEMENTATION

- 5.1 The Executive Director is responsible for overseeing compliance with this policy across ASA.
- 5.2 ASA provides regular training to personnel on data privacy best practices and policy compliance.
- 5.3 Technical, physical, and administrative safeguards are implemented to ensure the security of personal data.
- 5.4 Data protection impact assessments are conducted when initiating new projects or processing activities that present significant privacy risks.
- 5.5 Agreements with partners and other external parties explicitly address compliance with this data privacy policy.

ARTICLE 6: MONITORING AND UPDATES

- 6.1 Individuals may request access to their personal data held by ASA and may ask for inaccuracies to be corrected. Requests will be processed within 30 days.
- 6.2 Individuals have the right to object to ASA's processing of their personal data under certain conditions.
- 6.3 Requests concerning individual data rights should be directed to the Executive Director.

ARTICLE 7: REVIEW AND UPDATE

This policy will be regularly reviewed and updated to ensure it is effective and complies with applicable laws and best practices. All updates must be approved by the Global Council.

