

# Integrity Policy



**PEOPLE TO PEOPLE**  
INTERNATIONAL

## How We handle Your Personal Data

According to the EU's  
General Data Protection Regulation - GDPR  
nr 2016/679

# Integrity Policy according GDPR

People to People International, FTM-Mission Skandinavien, org. no. 826500-3494 is a Swedish based foundation that mainly works in Eastern Europe. As an organization we uphold a high standard of integrity and respect for our donors and partners. In order to promote our engagement and to uphold your rights, we have developed this policy. In cause of time, this policy might change when we see a need to update it.

## Responsible for Storing Personal Data

People to People International, FTM-Mission Skandinavien

P.O Box 311

573 24 Tranas

Sweden

Phone: + 46 (0)140-31 13 21

E-mail: [ptpi@ftm-mission.org](mailto:ptpi@ftm-mission.org), website: [www.ptpint.org](http://www.ptpint.org)

## What Personal Data do we Collect and Store?

People to People International, FTM-Mission Skandinavien collects and stores personal data from people that receives or want to receive information about the foundation's work. This includes: donations (amount) adresses, telephone numbers, comments and email adresses. In connection with the donor function AutoGiro we store the Social Security number of Swedish residents.

## Purpose for Collecting and Storing Personal Data

The purpose for collecting personal data is for use when communicating with individuals that receive information about the foundation's work. This is mainly done through monthly newsletters or through social media such as Facebook or on the website.

## Consent

Collection of personal data is done through consent. This is done using various methods, such as; e-mail, visit to local churches, or organization's to inform about the foundations work. Communication is also done through user forms available on our website or on social media, such as Facebook.

## Rights of the Data Subject

The donor or recipient of information has the right to know what personal data is collected and stored. The donor/recipient has, upon request the right to have their personal data erased at any given time.

## How We Use the Information

People to People International, FTM-Mission Skandinavien will never sell, exchange, rent out or spread personal data (unless they have been given for official/public use) such as: email adresses, adresses or telephone numbers of the donor/recipient. People to People International, FTM-Mission Skandinavien will only use the personal data for the following purposes:

- Give a receipt to the donor if asked for
- Thank the donor for her donation
- Inform the donor/recipient about upcoming projects and other activities.
- Intern analysis and registration
- Contact the donor/recipient about changes in this policy.

## We Respect the Donor

People to People International, FTM-Mission Scandinavians' work is solely dependent on donations from donors that through their commitment and expressed will, wishes to support the foundation and its work. All donors are of importance to the foundation and they are the basis for the continued work of the foundation. It's not the size of the gift that is crucial to us, all gifts, regardless of size, is of importance for the Foundation's work.

The donor should be reassured that collected funds are used for the purpose for which they initially were collected, so-called "earmarked funds". In the Foundation's newsletter for Scandinavia, on the donor card, the donor can choose if the donation should be earmarked for a specific cause. Otherwise, the donor hands over to the foundation to decide how the gift should be used and where it is best needed. Likewise, if the donor wishes to give anonymously, this must be respected. The donor can actively choose if it wishes to receive a letter of reply/thank you letter for the donation given, by ticking the box on the payment card. The above applies only for donors living in Scandinavia (BankGiro).

## Financial Information

People to People International, FTM-Mission Skandinavien receives its donations mostly through monthly donations, letters of donation, Paypal and Swish (Swish applies to Swedish donors only). Donations are, to some extent, also received through private celebrations and birthdays, memorials, wills and the donors' private collections and/or initiatives. All access to the donor's financial information is limited to professional staff that must process these tasks. No such information is given to any person, organization or group that does not need access to these data. The Foundation uses only online services whose payment management is considered secure in terms of security and good reputation.

## Clearing out Personal Data

Routines concerning deleting personal data is displayed below in the chart. These are the databases and software that the Foundation uses and that contains personal data.

Typ	Lagringsplats	Syfte	Utrensningpolicy	Kommentar
Book keeping	Fortnox (SPCS) and BG-talongs	Comply with legal requirements.	Cleared after 7 years in accordance with the Accounting Act.	
Address DB	Filemaker, Local Intranet	Know who is the donor, sending out information	According the donors wish.	
Autogiro	Fortnox samt Bank-Girot	Automatic transfer of donation acc. the donor's own wish (AutoGiro).	According the donors wish.	
Invoicing	Fortnox and Word	Know who is invoiced.	Cleared continually.	
Donation DB	Filemaker, Local Intranet	Statistics over donations.	According the donors wish.	
E-mail lists	Cloud servicw, Local Intranet	To be able to send emails	Cleared continually.	* See below
Data relating to employees	Local Intranet, Fortnox	Administration relating to employment, such as payroll, tax payments, pension payments, personnel development, etc	Cleared when employment ends.	

\* Un-subscription of newsletters can be handled by the donor by using the unsubscribe link within the email.

## **Social Media**

The Foundation is active on Facebook under these two addresses:

<https://www.facebook.com/ftm.mission/>

<https://www.facebook.com/ptpint/>

## **Web Page**

The Foundation maintains two web sites. These are [www.ftm-mission.org](http://www.ftm-mission.org) (Swedish) and [www.ptpint.org](http://www.ptpint.org) (English). On the website(s) the visitor can sign up for newsletters, send messages, download or read newsletters.

## **Cookie Files**

A cookie is a small text-based data file that a web server may be saving in the site visitor's computer. Through the fact that cookies are generally returned with each request to that page, it is possible for the server to keep track of the visitor's preferences. According to (SFS 2003: 389), anyone who visits a website should be informed about what cookies are used to and are given the opportunity to refuse such use. If you do not want to accept cookies, your browser may be set so you automatically refuse cookies storage or inform each time someone wants to get a cookie. Through the browser, previously stored cookies can also be deleted. See the browser's help pages for more information.

## **Contact Us**

If the donor so wishes, he should be able to contact the foundation and if this has questions, expect a quick response. Contact information is available on the foundation's website and in regular newsletters.

If you have questions about this Privacy Policy or if you want to be unsubscribed from any of our contact lists, please email [ptpi@ftm-mission.org](mailto:ptpi@ftm-mission.org) or write to:

People to People International, P.O. Box 311, S-573 24 Tranås, Sweden.

Please do not send any donations to the above address.

Tranås May 3 2018

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