

## DISCLOSURE AND PRIVACY POLICY

The fact that you got here means that you care about your privacy. I do too, and that's why I created this disclosure and privacy policy document ("Privacy Policy"), which will explain how the personal data and cookies are processed while using the website [www.projectabroad.eu](http://www.projectabroad.eu) ("Website") and related services.

Project Abroad is a personal blog, written by me, Marta Zielinska. The opinions expressed here represent my own and not those of my employer. In addition, my thoughts and opinions change from time to time. I consider this a necessary consequence of having an open mind! Therefore, any thoughts and opinions expressed within out-of-date posts may not be completely the same, nor even similar, to those I may hold today.

I do not currently receive any additional compensation related to the Website. Should this change, this Privacy Policy will be updated accordingly.

### 1. WHAT INFORMATION DO WE COLLECT AND HOW IT IS USED?

a. *Information You Provide to the Website:* The Website provides various places for users to provide personal information, such as your name or email address. We collect information that users provide by filling out forms on the Website, communicating with us via contact forms, responding to surveys, search queries on our search feature, providing comments or other feedback, and providing information when signing up for the newsletter.

b. *Information We Collect from Others:* We may receive information about you from other sources. You may link your Facebook, Instagram, Disqus and/or Google accounts to your user profile. If you choose to link your Facebook, Instagram, Disqus and/or Google accounts to your user profile, we will receive your name, email address and profile picture associated with that account. The Website utilizes the Disqus commenting system, so if you choose to comment on a Website post, your profile picture will appear.

c. *Information We Collect Through Automatic Data Collection Technology:* As you navigate through the Website, we may use automatic data collection technologies including Google Analytics to collect certain information about your equipment, browsing actions, and patterns. This might include information about you and the device with which you access the Website, when you use the Website, your IP address, cookies, operating system type, browser type, referring website, pages you viewed, and the dates/times when you accessed the Website. We may also collect information about actions you take when using the Website, such as links clicked. The information we collect automatically is used for statistical data and will not include personal information.

d. *Cookies:* We may log information using cookies, which are small data files stored on your browser by the Website. We may use both session cookies, which expire when you close your browser, and persistent cookies, which stay on your browser until deleted, to provide you with a more personalized experience on the Website. Users may at any time prevent the setting of cookies, by the Website, by using a corresponding setting of your internet browser and may thus permanently deny the setting of cookies. Furthermore, already set cookies may be deleted at any time via an Internet browser or other software programs. This is possible in all popular Internet browsers. However, if you deactivate the setting of cookies in your Internet browser, not all functions of our Website may be entirely usable.

## 2. HOW YOUR INFORMATION MAY BE USED

We use the information you provide to us:

- To deliver the requested product and/or service, to improve our overall performance, and to provide you with offers, promotions, and information
- To operate and maintain the Website
- To identify you as a user of the Website, and customize the Website for your account
- To send you promotional information, such as newsletters. Each email promotion will provide information on how to opt-out of future mailings
- To send you administrative communications, such as administrative emails, confirmation emails, technical notices, updates on policies, or security alerts
- To respond to your comments or inquiries
- To provide you with user support
- To protect, investigate, and deter against unauthorized or illegal activity

We reserve the right to start using the information you provide to us to display advertisements on the Website that are tailored to your personal characteristics, interests, and activities. Should this happen, the Policy Privacy will be updated accordingly.

## 3. THIRD-PARTY USE OF PERSONAL INFORMATION

We may share your information with third parties when you explicitly authorize us to share your information.

Additionally, the Website may use third-party service providers to service various aspects of the Website. Each third-party service provider's use of your personal information is dictated by their respective privacy policies.

The Website currently uses the following third-party service providers:

*Google Analytics* – this service tracks Website usage and provides information such as referring websites and user actions on the Website. (more information in point 1c above)

*MailerLite* – this service is used for delivery of email updates and newsletters. We store your name and email address for purposes of delivering such communications. We have no other way but trust this provider should we wish to stay in touch with you via email. For further information, please refer to MailerLite's privacy policy.

*E-Kreatywnie Katarzyna Aleszczyk* – this provider helps look after the website on the technical side. They have access to the Wordpress.org account which enables managing the Website and its contents as well as the Google Analytics account. They also keep a copy of the Website on their servers in case something goes wrong with the technology.

At this time, your personal information is not shared with any other third-party applications. This list may be amended from time to time at the Website's sole discretion.

#### 4. DISCLOSURE OF YOUR INFORMATION

As a general rule, we do not sell, rent, lease or otherwise transfer any information collected whether automatically or through your voluntary action.

We may disclose your personal information to our subsidiaries, affiliates, and service providers for the purpose of providing our services to you.

We may disclose your personal information to a third party, including a lawyer or collection agency, when necessary to enforce our terms of service or any other agreement between you and the Company.

We may provide your information to any successor in interest in the event of a merger, divestiture, restructuring, reorganization, dissolution, or other sale or transfer of some or all of the Company's assets and/or business.

We may disclose information when legally compelled to do so, in other words, when we, in good faith, believe that the law requires it or for the protection of our legal rights or when compelled by a court or other governmental entity to do so.

#### 5. NEWSLETTERS

On the Website, you may subscribe to our newsletter, which may be used for advertising purposes.

All newsletters sent may contain tracking pixels. The pixel is embedded in emails and allows an analysis of the success of online marketing campaigns. Because of these tracking pixels, we may see if and when you open an email and which links within the email you click. Also, this allows the Website to adapt the content of future newsletters to the interests of the user. This behaviour will not be passed on to third parties.

#### 6. RIGHTS RELATED TO YOUR PERSONAL INFORMATION

a. Opt-out – You may opt-out of future email communications by following the unsubscribe links in our emails. We include the unsubscribe button in all newsletters (sent via MailerLite provider). You may also notify us at [contact@projectabroad.eu](mailto:contact@projectabroad.eu) to be removed from our mailing list.

b. Access – You may access the personal information we have about you by submitting a request to the above email address.

c. Amend – You may contact us to amend or update your personal information.

d. Forget – In certain situations, you may request that we erase or forget your personal data. To do so, please submit a request via above email address.

Please note that we may need to retain certain information for recordkeeping purposes or to complete transactions, or when required by law.

## 7. SENSITIVE PERSONAL INFORMATION

At no time should you submit sensitive personal information to the Website. This includes your social security number, information regarding race or ethnic origin, political opinions, religious beliefs, health information, criminal background, or trade union memberships. If you elect to submit such information to us, it will be subject to this Privacy Policy.

## 8. CHILDREN'S INFORMATION

The Website does not knowingly collect any personally identifiable information from children under the age of 16. If a parent or guardian believes that the Website has personally identifiable information of a child under the age of 16 in its database, please contact us immediately and we will use our best efforts to remove such information from our records as soon as possible.

## 9. EMAIL INFORMATION

If you choose to correspond with us through email, we may retain the content of your email messages together with your email address and our responses. We provide the same protections for these electronic communications that we employ in the maintenance of information received online, mail, and telephone. This also applies when you register for our website, sign up through any of our forms using your email address.

## 10. POLICY CHANGES

It is our policy to post any changes we make to our privacy policy on this page. If we make material changes to how we treat our users' personal information, we will notify you by email to the email address you shared with us to receive the newsletter and/or through a notice on the Website home page. The date the privacy policy was last revised is identified at the bottom of the page. You are responsible for ensuring we have an up-to-date active and deliverable email address for you, and for periodically visiting our Website and this privacy policy to check for any changes.

## 11. CONTACT INFORMATION

At any time, please contact me at [contact@projectabroad.eu](mailto:contact@projectabroad.eu) for questions related to this Privacy Policy.

*Last updated: May 19, 2018.*