



## **BISAP PRIVACY NOTICE POLICY**



### **Bangladesh Integrated Social Advancement Programme (BISAP)**

Address: House # 02, Road # 01

Lake Valley R/A, Nuria Madrasah Road

Foy's Lake, Khulshi, Chattogram, Bangladesh

Mobile: 880 1740995872, 880 01814427016

Facebook : <https://www.facebook.com/s.m.tareque.jabed>

Twitter: [https://twitter.com/tareque\\_jabed](https://twitter.com/tareque_jabed)

Linkedin: <https://www.linkedin.com/in/bisap-bangladesh>

Email: [info@bisapbd.org](mailto:info@bisapbd.org), bisapbd@gmail.com,

Website: [www.bisapbd.org](http://www.bisapbd.org)

# Privacy Policy

## **Bangladesh Institute of Social Advancement Programmes (BISAP)**

At BISAP, safeguarding your personal information is not only a legal obligation but also a reflection of our core values of dignity, trust, and accountability. Guided by our mission to empower marginalized communities and advance sustainable development, we are committed to handling your data with the highest standards of transparency, care, and respect.

This policy explains how BISAP (“we”, “our”, “us”) collects, uses, and protects personal data of beneficiaries, partners, donors, staff, and other stakeholders, in line with national laws (ICT Act 2006, Digital Security Act, proposed Data Protection Act 2022) and international standards, including UN principles on privacy and the right to information security.

## **1. How We Collect Personal Information**

We obtain personal data in ways that reflect openness, consent, and respect:

- i. Directly from beneficiaries and supporters** – When you communicate with BISAP, register for programmes, attend events, donate, volunteer, or request information, you may provide us with personal details.
- ii. From partner organizations** – Sometimes, trusted partners or independent event organizers share your information with us, but only when you have given permission and have been informed.
- iii. Publicly available sources** – We may use responsibly sourced public information (such as social media, research databases, or news) to enhance engagement and ensure accountability in our outreach.
- iv. Technology-based data** – When you visit our website, we may collect technical information (such as IP address or browsing patterns) through cookies and analytics tools, always ensuring compliance with global best practices.

## **2. What Personal Information We Collect**

Depending on your relationship with BISAP, we may collect:

- **Identity data:** name, date of birth, gender, and organizational affiliation.
- **Contact data:** phone number, address, and email.
- **Financial data:** donation/payment records (securely processed).
- **Transaction data:** event participation, contributions, or service use.
- **Technical data:** IP address, browsing preferences, cookies.
- **Media data:** photographs, audio, or video (with consent).
- **Other data:** information voluntarily shared for programme participation.

Sensitive data (such as health, ethnicity, or religious beliefs) will only be collected with **explicit consent** and protected under strict safeguards.

### 3. How We Use Personal Information

We use your data responsibly and only for purposes that align with our mission of **empowering people and communities**:

- To provide programme services and humanitarian support.
- To keep you informed of our initiatives, events, and impact.
- To process donations and issue receipts.
- To comply with legal, contractual, and regulatory obligations.
- To prevent misuse, fraud, or risks to beneficiaries.
- To analyze needs, improve services, and design more impactful programmes.
- To build strong relationships with supporters, donors, and partners.

### 4. Supporter and Beneficiary Analysis

To maximize resources and community benefit, BISAP may analyze supporter and beneficiary data to identify needs, track progress, and enhance service delivery. We may combine your information with publicly available data for research and accountability. All such analysis is done **ethically, transparently, and with safeguards** to protect your privacy.

### 5. Legal Basis for Processing Data

We process your personal information only when it is lawful to do so. This includes:

- **Consent** – when you permit us to contact you or share sensitive information.
- **Legal obligations** – compliance with ICT Act, Digital Security Act, or Data Protection Act.
- **Vital interests** – protecting the life, safety, or well-being of a vulnerable individual.
- **Contractual necessity** – fulfilling agreements with donors, staff, or partners.
- **Legitimate interest** – advancing BISAP’s mission, provided your rights and freedoms are respected.

### 6. Data Retention and Security

- We keep your information only as long as necessary for the purposes collected, or as required by law.
- Once no longer needed, information will be securely deleted or anonymized.
- Access is limited to trained staff and authorized partners, with password protections, encryption, and secure servers.
- We continuously review our security measures to align with international standards.

### 7. Sharing Personal Information

BISAP will **never sell your personal data**.

We may share information only in the following cases:

- With trusted service providers working under confidentiality agreements.
- With regulatory bodies or law enforcement when legally required.
- With international development partners, but only under strict safeguards.
- In cases where data sharing is essential to protect human life, rights, or dignity.

## 8. Your Rights

You have full control over your data. Under applicable law, you may:

- Request access to the data we hold about you.
- Correct inaccuracies in your personal information.
- Request deletion (“right to be forgotten”), where appropriate.
- Restrict or object to certain types of processing.
- Withdraw your consent at any time.
- Request data portability in machine-readable form.
- Challenge decisions made by automated processing (if applicable).

## 9. Communications and Digital Engagement

- We will only contact you via email, phone, or SMS with your consent.
- You can unsubscribe from any communication at any time.
- We may use secure social media tools (like Facebook Custom Audiences) to reach relevant audiences, always under strict privacy conditions.

## 10. Changes to This Policy

As laws evolve and our programmes expand, this policy may be updated. Significant changes will be communicated directly through our website or other official channels.

## 11. Contact and Complaints

If you have concerns or wish to exercise your rights, please contact:

**Bangladesh Institute of Social Advancement Programmes (BISAP)**

House # 02, Road # 01, Lake Valley R/A, Nuria Madrasah Road,  
Foy’s Lake, Khulshi, Chattogram, Bangladesh

✉ Email: [info@bisapbd.org](mailto:info@bisapbd.org)



Mohammad Dostagir  
Chairman - BISAP



S M Tareque Javed  
Chief Executive - BISAP