**PRIVACY STATEMENT**

Preservation of privacy is important to Diverse Leap and we are committed to letting you know how we use your personal information and to making only responsible use of your data.

**1. Information about Individuals**

1.1 Diverse Leap will only collect information from you when you or your organization enquire about our activities or offer your services. This may include your name, title, e-mail and postal addresses, telephone number and job title. We may also ask for some additional information relating to your occupation and accreditations.

**2. Our use of this Information**

2.1 Your personal information will only be used to process your requests, to provide you with services or to gain assurance of professional competencies to enable you to participate in Diverse Leap activities. We will only share this information with partner organisations for purposes relating to Diverse Leap activities.

**3. Security**

3.1 Diverse Leap will take all reasonable precautions to prevent the loss, misuse or alteration of information you give us.

3.2 Communications in connection with Diverse Leap will normally function through the charity’s website ([www.diverseleap.org](http://www.diverseleap.org)), e-mail account (diverseleap@gmail.com) or through the “WhatsApp” application. All personal information is stored in folders within the Gmail account and access to this account is restricted to the Founder of the Charity. Whilst we endeavor to keep our systems and communications protected against harmful effects, we cannot bear responsibility for all communications being virus-free.

3.3 Diverse Leap has a website ([www.diverseleap.org](http://www.diverseleap.org)) and a public Facebook page. The website and all social media sites are moderated frequently; however, Diverse Leap cannot assume responsibility for posts or details posted on any public social media applications.

**4. Other Information**

4.1 If you would like to correct or update any information we may hold, or if you would like information deleted, then please e-mail us at diverseleap@gmail.com.