

Privacy and Data Protection Policy

Public Interest Science Center (PISC)
Les Tours Jumelles (Complexe Les Tours Jumelles), Brazzaville, Republic of the Congo
Email: info@pi-sc.org

Effective date: [DD Mon YYYY] • **Approved by Board:** [DD Mon YYYY] • **Next review:** annually

Scope

This policy covers personal data collected by PISC through our website, programs, research activities, and donor relations, including contact details, participant records, and monitoring data.

Principles

- Collect only what is necessary for legitimate purposes (program delivery, safeguarding, research, reporting).
- Use data fairly and transparently; obtain consent when required.
- Protect data with appropriate security controls.
- Keep data accurate and retain it only as long as needed.

How we use and share data

- To deliver and improve programs, evaluate results, and meet donor reporting requirements.
- To communicate with donors/partners about PISC activities (opt-out available).
- We do not sell personal data. We share data only with service providers or partners as needed and under confidentiality terms.

Security

- Access is restricted to authorized staff with role-based permissions.
- Sensitive data are stored securely (password-protected, encrypted where feasible).
- Paper records are stored in locked cabinets and transported securely.

Research participants

For studies involving people, PISC follows informed consent procedures and ethics review requirements as applicable. Identifiable data are minimized; de-identified sharing is used where appropriate.

Contact

For privacy requests or questions, contact: privacy@pi-sc.org.