

PERSONAL INFORMATION PROTECTION ACT EXTERNAL PRIVACY NOTICE

This privacy notice describes how Bermuda Zoological Society (“BZS”, “we”, “our” or “us”) may collect, hold, use and disclose personal information in connection with the education and conservation services that we provide to our members, volunteers, and donors (the “Services”). This privacy notice applies to all of the Services offered by BZS. BZS is responsible for any personal information that is collected, held, used or disclosed in relation to the Services.

This privacy notice is intended to provide individuals with clear and easily accessible information about our practices and policies with respect to personal information and is intended to comply with the requirements of the Personal Information Protection Act 2016 (“PIPA”).

DEFINITIONS

- “**Personal information**” means any information about an identified or identifiable natural person.
- “**Use**” or “**using**”, in relation to personal information, means carrying out any operation on personal information, including, but not limited to: collecting, holding, organising, altering, transferring, disclosing, combining, blocking, erasing or destroying it.
- “**Sensitive personal information**” means any personal information relating to an individual’s place of origin, race, colour, national or ethnic origin, sex, sexual orientation, sexual life, marital status, physical or mental disability, physical or mental health, family status, religious beliefs, political opinions, trade union membership, biometric information or genetic information.

YOUR PERSONAL INFORMATION THAT WE USE

BZS may directly and indirectly collect and use the following types of personal information (including sensitive personal information) under the assumption outlined in Section 6(1)(b) of PIPA that a reasonable person giving due weight to the sensitivity of the personal information would consider— that the individual would not reasonably be expected to request that the use of his personal information should not begin or cease; and that the use does not prejudice the rights of the individual:

- Members - Name, physical and email addresses, phone number, first names of children associated with membership and personal financial information as it relates to the taking of and processing of payments (note that no credit card information is kept on file).
- Camps/Education programs - name, gender, age of child attending the camp/participating in the education program, learning and behavioural challenges (examples: Autism and Dyslexia) where a support person may be required and any medical conditions, allergies or special needs that would impact participation in the camp/education program. If parents of children attending camps require staff to administer any medication to their child, the prescription/medicine information.
- Donors – name, physical and email addresses, phone numbers, spouse contact information, and personal financial information, or other personal information required by the AML legislation in Bermuda.
- Volunteers - name, date of birth, physical and email addresses, phone numbers, allergies/medical conditions (in order to make reasonable and appropriate accommodations to their work environment) and any other information required to perform a police clearance certificate (which will be shared with the police).

Please ensure that you provide a copy of this privacy notice to any third parties whose personal information you provide to the Company.

HOW WE USE YOUR PERSONAL INFORMATION

We use your personal information for the following purposes:

- In order to provide the Services as it relates to you, for instance, camp administration, educational experiences, participation in volunteer/internship programmes, research grants etc.
- Generating invoices and other payment-related documentation related to donations, payroll, camp or educational experiences.
- Marketing (subject to your express consent).

PROVIDING YOUR PERSONAL INFORMATION TO OTHERS

Your personal information will only be used and disclosed as permitted by applicable law. We may share your personal information with third parties which include the persons set out below:

- Bermuda Police Service in relation to Police Clearance Certificates for volunteers.
- Third party consultants in relation to fund raising.

We may also be obliged to share your personal information with government or regulatory authorities if required by applicable law.

INTERNATIONAL TRANSFERS OF YOUR PERSONAL INFORMATION

Where your personal information is transferred to a third party located outside of Bermuda, we will take steps to ensure that your personal information is adequately protected and transferred in accordance with any applicable data transfer requirements.

SECURITY SAFEGAURDS THAT WE USE

We will take reasonable steps and adopt appropriate safeguards against risk (including physical and IT based security measures and controls) proportional to the potential harm, sensitivity and context of the personal information which comply with applicable laws to protect your personal information against loss, unauthorized access, destruction, use, modification, disclosure or other misuse. Access to your personal information is also restricted to authorised employees who require access for a permitted purpose to perform their employment functions, and whom have been advised as to its proper handling.

YOUR RIGHTS IN RELATIONS TO YOUR PERSONAL INFORMATION

You have certain rights with respect to your personal information, and you may submit to us reasonable written requests to:

- Access your personal information that is in our custody or control
- Correct an error or omission in any of your personal information which is under our control
- Cease, or not to begin, using your personal information for the purposes of advertising, marketing or public relations
- Erase or destroy your personal information where it is no longer relevant for the purposes of its use

Any request must be in writing and provide sufficient detail to enable us to identify the personal information to which the request relates. In certain circumstances, you can request a review by the Privacy Commissioner of our decision, action or failure to act, and you may initiate a complaint against us with the Privacy Commissioner.

PRIVACY OFFICER

If you have any questions about this privacy notice or to request more details about your rights and how we collect, use and disclose your personal information, please contact our Privacy Officer, Collin Anderson, at privacy@bzs.bm.

HOW TO CONTACT US

For general inquiries about BZS or any of our Services, more information can be found at our website <https://bamz.org/>. Our offices are located at 40 N Shore Rd, Flatts Village, Bermuda, and we can also be reached at +1 441-293-2727.

PRIVACY NOTICE UPDATES

This privacy notice is subject to change in accordance with changes to applicable laws or our internal policies and procedures. The date below indicates when this privacy notice was last revised.

Any changes to this privacy notice will be effective upon publication of the revised privacy notice, and continued use of our Services following such changes indicates your acceptance of the revised privacy notice.

January 1st, 2025

Version 1.0