



## **Privacy Policy of the Resilience Institute for Sustainability and Environment (RISE)**

**Effective Date: November 6, 2025**

### **1. Introduction**

At the [Resilience Institute for Sustainability and Environment \(RISE\)](#), we recognize that trust is the cornerstone of every relationship we build, whether with communities, partners, donors, or colleagues. In an era where information flows across borders and technologies evolve faster than policies, it is our moral and professional duty to protect the personal information entrusted to us.

This Privacy Policy explains, in clear and transparent terms, how RISE, a Liberian-led, non-profit environmental and climate governance institution collects, uses, safeguards, and shares information. It aligns with the laws of the Republic of Liberia, notably the Draft Data Protection and Privacy Law (2021), the Constitution of Liberia (Article 15), and the Freedom of Information Act (2010), while embracing international best practices such as the EU General Data Protection Regulation (GDPR) and the African Union's Malabo Convention on Data Protection and Cybersecurity (2014).

We do not view privacy as a legal checkbox. For RISE, it is a reflection of respect for human dignity, community voice, and institutional accountability. Every byte of data carries a story, and every story deserves protection.

### **2. Purpose and Scope of this Policy**

This policy applies to all personal data processed by RISE in the course of our work. Whether you are a community participant in an ecosystem restoration project, a partner in climate governance, a consultant, researcher, volunteer, donor, or simply a visitor to our website this policy governs how your information is handled.

Our aim is to ensure that data is collected responsibly, stored securely, used ethically, and shared only for legitimate and transparent purposes that advance sustainable development and climate resilience.

### **3. What We Collect**

RISE collects only information that is necessary and relevant to our mission. We never collect data we do not need. The categories include:

#### **a) Personal Identification Information**

- Full name, date of birth, gender, nationality, and contact details (email, phone number, address).

#### **b) Professional and Institutional Information**

- Organizational affiliation, job title, academic background, professional expertise, and qualifications.

#### **c) Community and Program Information**

- Participation records, community survey data, feedback from workshops, or engagement in environmental programs.

#### **d) Financial and Contractual Information**

- Bank details or payment records for staff, consultants, or grantees, strictly for administrative and audit purposes.

#### **e) Technical Information**

- IP addresses, browser type, and usage statistics collected through our website analytics to improve user experience.

#### **f) Sensitive Data**

- On rare occasions, RISE may collect gender, disability status, or ethnic affiliation but only when necessary for inclusivity analysis, and always with explicit consent.

### **4. Why We Collect Data**

RISE collects and uses data to:

- **Implement environmental programs effectively:** to plan, monitor, and assess our climate resilience and sustainability projects.
- **Engage stakeholders:** to communicate with partners, donors, and community members.
- **Strengthen governance:** to improve institutional transparency and accountability.
- **Comply with legal and contractual obligations:** in line with Liberian law and donor agreements.
- **Conduct research and advocacy:** to generate scientific evidence that informs policy and practice.
- **Enhance inclusion and equity:** ensuring women, youth, and marginalized communities are represented and heard.

Every data point contributes to our vision of a climate-resilient and inclusive Liberia. We treat information not as a commodity, but as a tool for empowerment and learning.

### **5. Legal Basis for Processing**

RISE relies on one or more of the following lawful grounds for data processing:

- **Consent:** freely given, informed, and revocable at any time.
- **Contractual necessity:** when data is required to fulfill an agreement or partnership.
- **Legal obligation:** when laws or regulatory requirements mandate disclosure.
- **Legitimate interest:** when processing supports RISE's mission without infringing on individual rights.

We never process personal data in ways that are inconsistent with the purpose for which it was collected.

### **6. How We Share Information**

RISE does **not sell, rent, or trade** personal information. However, we may share data with trusted entities under strict conditions:

- Project partners and implementing agencies under confidentiality agreements.
- Donors and auditors for transparency, reporting, or verification purposes.
- Government ministries and oversight bodies, when required by law.

- Cloud and IT service providers who offer secure, encrypted platforms.

In all cases, sharing occurs under principles of data minimization, purpose limitation, and confidentiality. We ensure that those who handle RISE data uphold equivalent or stronger privacy standards.

## 7. Data Retention and Disposal

Data is retained only for as long as necessary no longer. Retention periods depend on project duration, legal requirements, and donor policies. When data is no longer needed, it is securely deleted, anonymized, or physically destroyed.

## 8. How We Protect Data

RISE takes both digital and human-centered measures to ensure data protection:

- Password-protected databases and encrypted cloud servers;
- Regular data security training for staff and volunteers;
- Signed confidentiality clauses in all employment and partnership agreements;
- Restricted access to sensitive records;
- Physical files stored in locked cabinets within secure premises.

We periodically review these safeguards to adapt to new risks and technologies. Security is a continuous journey, not a one-time event.

## 9. Your Rights as a Data Subject

Every individual whose data we collect has the following rights:

- **Right to access:** You can request a copy of your personal data.
- **Right to correction:** You may ask us to correct inaccurate or incomplete data.
- **Right to withdraw consent:** You may revoke your permission for data processing.
- **Right to erasure:** You can request that your data be deleted under certain conditions.
- **Right to object:** You may object to processing for particular purposes.
- **Right to lodge a complaint:** You can contact the **Liberia Data Protection Office** (once operational) or RISE directly.

All requests can be submitted to [privacy@riseliberia.org](mailto:privacy@riseliberia.org). We treat every inquiry with seriousness and respond within a reasonable timeframe.

## 10. International Data Transfers

Some data may be stored or processed outside Liberia, particularly when cloud services are used. In such cases, RISE ensures that:

- Transfers occur only to countries with adequate data protection standards.
- Data is encrypted before transmission.
- Data sharing agreements include GDPR-compliant clauses ensuring equal protection abroad.

## 11. Protection of Minors and Vulnerable Groups

RISE frequently works with youth, students, and vulnerable communities. We collect data from individuals under 18 only with parental or guardian consent, following ethical research standards and Liberia's Children's Law (2011). We handle all such data with heightened sensitivity and confidentiality.

## **12. Cookies and Digital Tracking**

When you visit our website, we may use cookies to improve functionality and measure engagement. Cookies help us understand what information users find most valuable so we can serve them better. You may choose to disable cookies in your browser, although some features may not work optimally.

## **13. Accountability and Training**

RISE assigns a **Data Protection Officer (DPO)** responsible for ensuring compliance with this policy, providing staff training, and responding to privacy concerns. All staff, interns, and contractors are required to complete annual data protection training. Accountability is a shared responsibility we protect data collectively, not individually.

## **14. Policy Updates**

This Privacy Policy is a living document. It will be reviewed annually or as laws, technologies, and operational realities evolve. When changes are made, RISE will communicate them clearly through our website and organizational channels.

## **15. Contact Us**

### **Data Protection Officer (DPO)**

Resilience Institute for Sustainability and Environment (RISE)

Monrovia, Liberia

Email: [privacy@riseliberia.org](mailto:privacy@riseliberia.org)

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

Tel: +231775152637

## **16. Legal and Ethical Foundations**

This Policy is guided by:

- The Constitution of the Republic of Liberia (1986) Article 15 (Right to Privacy and Freedom of Expression).
- The Draft Data Protection and Privacy Law (2021).
- Freedom of Information Act (2010).
- Children's Law of Liberia (2011).
- African Union Malabo Convention (2014) on Cybersecurity and Data Protection.
- EU General Data Protection Regulation (GDPR, 2018).
- UN Guidelines for the Regulation of Computerized Personal Data Files (1990).

At RISE, privacy is not just about compliance it is about conscience, integrity, and respect for the people whose data tell the story of Liberia's journey toward a sustainable future.