**Privacy Notice**

This Privacy Notice explains how this mobile application (“Treefrog’) uses your personal information.

By downloading and using Treefrog you accept this Privacy Notice and where relevant, consent to our use of your personal information.

**Who are we?**

The Ministry with responsibility for Cabinet Office

105 Front St

Hamilton HM 12

Bermuda

eMail: [address]

**[Who is our privacy contact person? / Who is our Privacy Officer?**

[name]

email: [email]]

**How / what personal information do we collect?**

We obtain personal information from you when you use Treefrog.

The personal information we collect:

* First / last name (if you login);
* Email address (if you login);
* Password (if you login);
* IP address; and
* Other personal information you may supply in any communication with us.

You may choose not to login. If you do so we will not be able to save your preferences.

We do not:

* use cookies or other analytics;
* request any permissions on your mobile device; or
* track your use of Treefrog.

**How and on what basis do we use your personal information?**

Our use:

* Recording your news / alert preferences (if you choose to login);
* To assess system-level monitoring.

**How long do we keep your personal information?**

First / last name; email address; password, are all deleted as soon as the app is uninstalled.

The IP address is deleted [when?].

**Is personal information transferred overseas?**

The app is hosted in Ireland at Amazon EU-West-1 cloud services.

**Who has access to your personal information?**

Those persons within our organisation who need to use your personal information.

The following overseas third-party provides technical support and has relevant access to related personal information when necessary: Seven Hills Technology (www.sevenhillstechnology.com).

Save as required by law we will not share your personal information with any other persons.

**What are my rights?**

The Personal Information Protection Act 2016 is not yet in force. Until it does so the statutory rights it provides do not apply.

We take your privacy seriously. If you have any questions concerning our use of your personal information, please contact us as detailed above.

**What do you do if there is a problem regarding our use of your personal information?**

In the unlikely event there an issue concerning our use of your personal information we hope you would contact us as detailed above.

**Review**

We keep this Privacy Notice under regular review and may update it from time to time. Please check the Privacy Notice regularly to ensure you are aware of any updates. If you continue to use Treefrog, you are deemed to have accepted the latest version. If you do not agree to such variations, you should not use Treefrog.

**Version**

[insert PN reference] v1.0

Last updated in March 2019.