



Data policy

Introduction

Talea was developed with ICAM funding to enable data collection that would support learning about humane dog and cat population management. The ambition is that this learning is shared with the wider humane management community for the benefit of animal welfare. However, we recognise that data collected with Talea is owned by those that collect it and sharing must be a proactive choice and not automatic. This data policy outlines what data we will ask from you, what data you will collect through Talea and how we will keep that data private and secure.

Definitions

Talea: Web-based interface and observation app

Wise Monkey: Wise Monkey Foundation is a US non-profit (501c3) with the mission to create software, systems, and technology to support non- government organizations that strive for the sustainable health of people, animals, and the environment.

ICAM: The International Companion Animal Management coalition. A coalition of NGOs and special interest groups working together for the development and use of humane and effective companion animal population management worldwide.

Talea project: Defined data space on the Talea system dedicated to a specific project, accessible only to *Project Managers* and *Talea support team*.

Talea support team: Members of Wise Monkey Foundation and ICAM that are trained and tasked with supporting the use of Talea

Project manager: Person with a Wise Monkey account assigned to a *Talea project* on the Talea web-based interface.

Observer: person with the Talea app on their device who has been added by a Project Manager to the Devices list in the Talea web-based interface.

Data storage

Talea stores data within the *Wise Monkey* Amazon Web Service (AWS) infrastructure. Security of data at rest (in a database) and in transit (to/from a web browser) was a fundamental priority in the design of the *Wise Monkey* infrastructure and follows industry best practices.

Personal data

The following data is collected from *Project managers* and *Observers* during the set-up of *Talea*; *Project manager* names and emails and *Observer* names and mobile phone numbers or emails (dependent on whether they select a mobile phone or tablet for collecting observations with the *Talea* app). This data is collected expressly and exclusively for *Talea* functioning and will never be shared outside of the *Talea* system.

Project Managers are responsible for ensuring *Observers* understand they their name and mobile phone number/email will be recorded in the *Talea* system.



If *Project Managers* or *Observers* wish their personal data to be removed from the *Talea* system they should write to admin@wisemonkeyfoundation.org to request their data to be removed, this will be actioned as soon as reasonably possible. Once this data is removed, *Talea* will no longer be available to use by these *Project Managers* and *Observers*.

Talea Project data access

Talea allows the collection of data relating to sightings. These sightings will have attributes assigned by the *Observer* and GPS locations automatically assigned by the app. This data is not inherently personal, however it is still considered private to the *Talea Project* and it's *Project Manager(s)*.

When someone is invited to join *Talea* as a *Project Manager*, they will be given a unique username and asked via email to create their own password for their *Wise Monkey* account. The *Project Manager* is responsible for ensuring this password is not shared with anyone else. The *Talea Support Team* do not have access to this password. If the password is forgotten or needs to be changed, this is done using a secure 2 factor authentication approach.

The *Project Manager* must also be assigned to a *Talea Project*, either added to an existing *Talea Project* or a new *Talea Project* can be created. A *Talea Project* can be set up with more than one *Project Manager*, each with their own unique username and password.

Only those people with a *Wise Monkey* account assigned to that *Talea Project* will be able to access that *Talea Project* (see *Support* for exclusion). Every access to the *Talea Project* requires a login to the *Wise Monkey* account, including both username and password.

Support

Talea has been designed to be as easy to use as possible and detailed user instructions are available. However, there will be occasions where the *Talea support team* will be required. In most instances, the support team will be able to provide advice over email or conference call. However, on occasion they will need to access the *Talea Project* in order to provide the requested support. Access to the *Talea Project* will be expressly and exclusively in order to provide this requested support to the *Project Manager* and *Observers* and for no other purpose. Access will not be used at any other time and no data within the *Talea Project* will be shared with anyone outside of the *Talea Project* or *Talea support team*.