



## Annex 3: Privacy Statement for the Working Group Members

### Introduction:

Thank you for the participation in this FSC Working Group. We at FSC Group<sup>1</sup> (hereinafter also called “**FSC**”) respect your privacy and want you to understand how we collect, use, and share personal data about you in compliance with applicable data protection laws in relation to your participation in the FSC Working Group.

This Privacy Statement covers our data collection practices and describes your rights to access, correct, or restrict our use of your personal data.

Except where we provide you a link to a different privacy statement or reference other privacy documentation, this Privacy Statement applies when you visit or use the FSC Trademark Portal.

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### 1. FSC Working Group Description

A group of selected FSC members with professional experience in the field of question, advising and providing content related input to the development or revision process of a FSC normative document, equally representing the perspectives of the social, environmental and economic chamber of the FSC membership (and southern and northern perspectives in case of a subchamber balanced Working Group).

In case of the FSC Technical Working Group, the description is the following: a group of selected experts with professional experience in the field of question, to advise and provide content related input to the development or revision process of a FSC normative document.

For the purposes of this Privacy Statement, the term “FSC Working Group” encompasses both FSC Working Group and FSC Technical Working Group.

<sup>1</sup> **FSC Group** stands for **Forest Stewardship Council A.C.**, registered in Calle Margarita Maza de Juárez #436, Col. Centra, 68000 Oaxaca, Mexico (“FSC AC”), **FSC Global Development GmbH**, registered in Adenauerallee 134, 53113 Bonn, Germany (“FSC GD”), **FSC International Center gGmbH**, registered in Adenauerallee 134, 53113 Bonn, Germany (“FSC IC”) and **ASI – Assurance Services International GmbH**, registered in Friedrich-Ebert-Allee 69, 53113 Bonn, Germany (“ASI”)

The name and purpose of the FSC Working Group is contained in the Working Group Agreement (hereinafter also called “Agreement”).

The duties of hosting, maintenance and data processing are conducted by FSC Group.

FSC is the ‘controller’ of the personal data you provide to FSC Working Group and Microsoft Office acts in a function of a ‘processor’ .

## **2. What Personal Data We Collect**

In order to enable and facilitate the FSC Working Group, we may need to collect or store some personal data. The personal data we process can include the following:

- Full name (title, first name, middle name, last name)
- Gender
- Age Group (an age range is provided)
- Country of Residence
- Region
- Legal and full address
- E-mail
- Education
- Position
- Organisation
- FSC Chamber (if any)
- FSC Sub-chamber (if any)
- Explanation on how did you learn about this opportunity
- Answers to questions on specific requirements for each FSC Working Group related to: Technical skills, Soft Skills, Contribution and Engagement

We will not collect any personal data from you that we do not need in order to enable and oversee your role for FSC Working Group.

## **3. How We Collect Your Personal Data**

We process personal data provided to us directly by you through your Application Form when applying for an FSC Working Group. You are responsible to provide accurate, complete and up-to-date information in your application to an FSC Working Group.

If the personal data you provided needs to be corrected, please, send a new Application Form to the respective Project Coordinator.

Any different ways to collect your personal data (if any) are described in the Agreement.

## **4. How We Use Your Personal Data**



We are not using your personal data for anything else beyond the activities directly related to the purpose of the FSC Working Group outlined in the Terms of Reference of the Agreement—or the processing described in this Privacy Statement. In detail, we use your personal data to communicate with you, secure against fraud and abuse,—and as necessary for safety and integrity based on our legitimate interest (Art. 6 para. 1 lit. f GDPR). In addition, we use your personal data as is required by law (Art. 6 para. 1 lit. c) GDPR).

## 5. Who We Share Your Personal Data With

We will not share your personal data with other third parties, unless described in this Privacy Statement or as required to do so by law.

All the personal data we process is processed by FSC, however for the purposes of IT hosting and maintenance this information is located on servers in Strasburg in France and Cologne in Germany.

We do not share the personal data, with any third party nor do we use your personal data for any further analysis beyond the FSC Working Group.

Any exceptions to this section (if any) are outlined in the Agreement.

## 6. How Long We Keep Your Personal Data

We will keep your personal data for 7 years following the termination of your working group agreement with FSC.

## 7. Security

We are committed to ensuring the privacy of your personal data. In order to prevent unauthorized access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the personal data we collect online.

## 8. Your Rights

We would like to make sure you are fully aware of all your data protection rights. You are entitled to the following:

- **The right to access** enables you to receive information on whether we process your personal data as well as a copy of the personal data we process about you.
- **The right to rectification** enables you to have any incomplete or inaccurate personal data we hold about you corrected, though we may need to verify the accuracy of the new personal data you provide to us.
- **The right to erasure** enables you to ask us to delete or remove personal data where there is not a good reason or legitimate interest for us to continue to process it.
- **The right to restrict processing** enables you to ask us to suspend the processing of your personal data under specific circumstances.

- **The right to data portability** enables you to request that we provide you or a third party of your choosing with the personal data which you have provided to us (in a structured, commonly used, machine-readable format).
- **The right to object** enables you to object to our processing of your personal data where we rely on our legitimate interest as legal basis. In some cases, we may demonstrate that we have compelling legitimate grounds to process your personal data which override your rights and freedoms.
- **The right to make a complaint** to the competent data protection authority. We would, however, appreciate the chance to deal with your concerns so if you have any questions or concerns regarding our processing of your personal data please contact us at [privacy@fsc.org](mailto:privacy@fsc.org).
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If you would like to exercise one of your data protection rights, please do not hesitate to contact us at [privacy@fsc.org](mailto:privacy@fsc.org) or our Data Protection Officer at the contact details set out below.

## 9. Cookies and Similar Technologies

### What are cookies?

Like many other websites, we also use "cookies". Cookies are text files placed on your computer, to help the website analyze how users use the site. This automatically gives us certain personal data, such as IP address, browser used, operating system from your computer and your connection to the Internet.

### How do we use cookies?

We use analytics cookies of the services provider *Matomo*. We only keep track of the countries and domains from which people visit us, the browser and/or Internet Service Provider used and other related information. We anonymize your IP address. We analyze this information for trends and statistics.

The described information generated by the cookie about your use of the website (including your anonymized IP address) will be transmitted and stored on our servers in France and Germany. FSC GD will use this information for the purpose of evaluating your use of the website, compiling reports on website activity and providing other services relating to website activity and internet usage. Unless required by law, we will not pass on the personal data collected by us to third parties without your consent.

Only the people from within the FSC Group (which may include affiliates of FSC AC who need it to respond to your communication) will use this information.

You can view our website without cookies. You can refuse the use of cookies by selecting the appropriate settings ("do not accept cookies") on your browser. Please note that if you do this you may not be able to use the full functionality of this website.

## 10. How to Contact Us



If you have questions about this Privacy Statement, the personal data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us:

Email us at: [privacy@fsc.org](mailto:privacy@fsc.org)

Postal Address and further company details:

FSC Global Development GmbH,

Adenauerallee 134, 53113 Bonn, Germany

Phone: 0049 (0) 228 36766 0, Fax: 0049 (0) 228 36766 30

Managing Director: Kim Bering Becker Carstensen Commercial register: Bonn HRB 15990

VAT-Ident-No: DE258067376

If you have a complaint about our use of your personal data, please contact our Data Protection Officer to address your complaint:

## **11. Changes to our Privacy Statement**

We reserve the right to unilaterally change this Privacy Statement from time to time to ensure that it complies with current legal requirements or to implement changes for FSC Working Groups.

In this case FSC will send a notification regarding any changes to your email address which is known to FSC.

This Privacy Statement was last updated on 03 June 2022.