



Privacy Statement for *Participation in the Desk Test of the draft version of the Ecosystem Services Procedure.*

Introduction:

Thank you for accepting to participate in the Desk Test of the draft version of the Ecosystem Services Procedure (hereinafter “**Questionnaire**”). We at FSC Group¹ (“FSC Group”, “we”, “us”) 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 the use of the **Questionnaire**.

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 to other privacy documentation, this Privacy Statement applies when you fill out the **Questionnaire**. By filling-out the **Questionnaire**, you are accepting the practices described in this Privacy Statement.

Table of Contents:

1. [Description](#)
2. [What Personal Data We Collect](#)
3. [How We Collect Your Personal Data](#)
4. [How We Use Your Personal Data](#)
5. [Who We Share Your Personal Data With](#)
6. [How Long We Keep Your Personal Data](#)
7. [Security](#)
8. [Your Rights](#)
9. [How To Contact Us](#)
10. [Changes in our Privacy Statement](#)

1. Description

The **Questionnaire** is the tool to conduct a theoretical exercise in which you will reflect about how the questions in the questionnaire, or clauses in Draft 2-0 of the Ecosystem Services Procedure can be implemented. Your feedback will assist FSC Group in further improve the content of Draft 2-0 (hereinafter “**Purpose**”)

The duties of hosting, maintenance and data processing are conducted by FSC (FSC International IT Services of FSC Global Development GmbH). The information is maintained on servers located in Europe. |

¹ FSC Group stands for Forest Stewardship Council A.C., registered in Calle Margarita Maza de Juárez #436, Col. Centra, 68000 Oaxaca, Mexico, FSC Global Development GmbH, registered in Adenauerallee 134,53113 Bonn, Germany, FSC International Center gGmbH, registered in Adenauerallee 134,53113 Bonn, Germany, and ASI – Assurance Services International GmbH, registered in Friedrich-Ebert-Allee 69, 53113 Bonn, Germany



FSC is the **controller** of the personal data you provide under the Purpose of this Privacy Statement and Microsoft Office acts in a function of a **processor** in performing the Purpose of this Privacy Statement.

2. What Personal Data We Collect

In order to fulfill the Purpose of this Privacy Statement, we may need to collect or store some personal data. The personal data we process can include the following:

- Information about the person answering the questionnaire (where applicable) e.g., first name, last name, position, email, qualifications, past experience with FSC Ecosystem Services Procedure, Email correspondence (related to the questionnaire), FSC membership.
- Information about the company of the person answering the questionnaire (where applicable) e.g., name, website, address, type of certification, Licence code, Type of FM certificate, Forest type, Email correspondence (related to the questionnaire), past verification of FSC ecosystem services impacts, past verification of external environmental assets outside of FSC normative framework (e.g., carbon credits, biodiversity credits), current or past sponsorship of FSC Ecosystem services impacts, current or past sponsorship of external environmental assets, use of verified FSC ecosystem services impacts (e.g., communication, reporting), use of verified external environmental assets, FSC membership.

3. How We Collect Your Personal Data

We process personal data provided to us directly by you or through the Questionnaire or follow-up communication. By filling out the Questionnaire to provide us your consent in accordance with Art. 6 para 1 lit. a GDPR to process your personal data for the Purpose indicated in this privacy statement.

If the personal data you provided needs to be corrected, please, indicate the changes by sending the email to forestmanagement@fsc.org.

4. How We Use Your Personal Data

We are not using your personal data for anything else beyond the Purpose or the processing described in this Privacy Statement.

We are processing your personal data based on our legitimate interest (Art. 6 para. 1 lit. f GDPR) except when FSC IC interests are overridden by your interests, fundamental rights and freedoms. In case FSC cannot process the data based on legitimate interest, FSC IC will collect your consent (Art. 6 para. 1 lit. a GDPR) before processing your data or will process the data only if it is necessary for compliance with legal obligation (Art. 6 para. 1 lit. c GDPR).

5. Who We Share Your Personal Data With



All personal data we process for the Purpose of this Privacy Statement is processed by FSC staff for the purposes of described above.

If the personal data that we collect from you needs to be transferred to, and processed by a processor based outside of the European Economic Area (EEA), we will take steps, such as including contractual clauses into our contracts with such processors or controllers, that would ensure that your personal data is safe and treated securely and in accordance with this Privacy Statement. Other than that, we do not share the personal data with other third parties, unless described in this Privacy Statement or is required to do so by law.

6. How Long We Keep Your Personal Data

We will keep your personal data only for as long as it is necessary for the processing. However, in certain situations, FSC is obliged to keep the records for six (6) years if those records are business related and for ten (10) years if tax related. If the data is related to the certification information, in line with the FSC normative framework we will keep it for ten (10) years beyond the termination of your relationship 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.

If you would like to exercise one of your data protection rights, please do not hesitate to contact us at privacy@fsc.org or our Data Protection Officer at the contact details set out below.

9. 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

Postal Address and further company details:

FSC International Center gGmbH,

Adenauerallee 134, 53113 Bonn, Germany

Phone: 0049 (0) 228 36766 0

Fax: 0049 (0) 228 36766 30

Managing Directors: Stefan Salvador and Dr. Hans-Joachim Droste

Commercial register: Bonn HRB 12589

VAT-Ident-No: DE 814618194

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

Scheja & Partner Rechtsanwälte

Mr. Boris Reibach

Adenauerallee 136, 53113 Bonn

Tel.: +49 (0) 228-227 226-0

Fax: +49 (0) 228-227 226-26

E-mail: info@scheja-partner.de

Contact form: <http://www.scheja-partner.de/kontakt/kontakt.html>

Website: www.scheja-partner.de

10. 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 to our Services in the Privacy Statement, for example, when introducing new services.



Please regularly check this Privacy Statement for possible updates.

This Privacy Statement was last updated on [31 / 01 / 2024].