



Privacy Statement for Application for membership of the Working Group on Complaints Mechanism

Introduction:

Thank you for accepting to use the Form for the application for membership of the working Group on Complaints Mechanism (hereinafter “Form”). We at FSC Global Development GmbH (“FSC GD”, “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 Form.

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 Form. By filling-out the Form, you are accepting the practices described in this Privacy Statement.

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1. Description

The Form is a questionnaire that collects personal information and the knowledge and experience of applicants to be considered as members of the Working Group. It is designed to align with the requirements established in the Terms of Reference of the revision process. The information collected allows the selection of group members as well as gender and regional balance to be established. (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.

FSC GD is the ‘controller’ of the personal data you provide under 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:

- Full name (title, first name, middle name, last name)
- Gender, Age group, Education, Job title
- Place of residence (country and region)
- Organization name and type
- Contact details (e.g., legal and full address, e-mail)
- FSC membership details
- Application related information, including but not limited to: Specific information regarding interest to participate in Working Group, Technical skills, Soft skills, Specific knowledge relating to contribution, engagement, *Curriculum Vitae*

3. How We Collect Your Personal Data

We process personal data provided to us directly by you or through the Form or follow-up communication. By filling out the Form 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 m.aguilera@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 GD interests are overridden by your interests, fundamental rights and freedoms. In case FSC cannot process the data based on legitimate interest, FSC GD 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 GD 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.



8. Cookies and Similar Technologies

Like many other websites, we also use "cookies". Cookies are text files placed on your computer, to help the website analyse 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.

Only the staff from FSC Group1 will use this information. We do keep track of the countries and domains from which people visit us, the browser and/or Internet Service Provider used and other related data. We analyse this data for trends and statistics. We do not collect any personal data and user sessions are anonymous.

Please be informed that we collect the same cookies as when you visit a FSC international website on <https://fsc.org/en/page/legal-notice>, Section "3. Privacy Policy Statement", subsection "3.1.5 Cookies". This cookie list is being updated there regularly. "Necessary" cookies will always be active when you visit an FSC website as they enable the full functionality of the website. However, it is up to your decision to choose which further cookies should be activated via a cookies banner.

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 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:

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 08.08.2023.