



## **Legal Notice and Privacy Policy**

### **Contact Details & Responsibility**

IA Secretariat  
International Environment House II  
Chemin de Balexert 7-9  
1219 Châtelaine (Geneva), Switzerland

**ENQUIRIES:** [info@iofc.org](mailto:info@iofc.org)

### **1. Introduction**

1.1 We collect and uses personal data on a strictly legal basis. In most cases the basis is that you have given us permission to hold and use your data. We use the data to keep you informed of our work - we aim to send you the information that you have told us that you would like.

1.2 This document summarizes the key points about how we collect and use personal data and how we ensure compliance with the relevant laws and regulations, including the new General Data Protection Regulation (GDPR).

1.3 Personal data is information which relates to an individual and from which he or she can be identified either directly or indirectly through other data which we have or is likely to have in its possession. By submitting personal data to us, you consent to its collection and use, as set out in this Privacy Policy.

1.4 We use up-to-date procedures to keep personal data as safe and secure as possible and to protect against unauthorized access, disclosure or loss. Where data is transferred electronically by us we will do our best to keep the data secure and try to prevent unauthorized access.

1.5 We will not lease, distribute or sell personal information to third parties other than distribution to IofC teams for administration purposes, unless required by law.

### **2. Responsibilities**

2.1 We are the data controller of the personal data we process and therefore are responsible for ensuring its systems, processes, suppliers and its employees comply with data protection laws in relation to the information it handles.

2.2 Any individuals involved in the governance, management and administration of IofC must abide by this policy when handling personal data and must ensure they are fully informed as to the relevant data protection requirements.

### **3. Personal Data collected**

3.1 The personal information we collect may include:

- your name
- your email address(es)
- your telephone number(s)
- your address
- your family members (if you wish us to show you as one 'household')
- your donations (if any)

3.2 We do not collect or store any sensitive personal data (for example, religion or ethnicity).

3.3 We assume that any information you supply to us is accurate and up-to-date, and that you will inform us if any such information requires removal or updating.



#### **4. How we use your personal information**

4.1 We collect personal data in order to communicate with those who wish to receive communications, to attend events and/or to support us financially.

4.2 We will never process your personal data for any purpose other than for the communications you have chosen to receive. However, please note that we retain the right to contact you on an individual basis where there is a legitimate reason for doing so.

#### **5. Your rights**

5.1 You may ask us to verify, update and delete the information we hold by contacting us. We will act upon your request in a timely manner (not more than 40 days).

#### **6. Security**

6.1 We will always hold your information securely. To prevent unauthorised disclosure or access to your information, we have implemented strong physical and electronic security safeguards.

6.2 Any personal information we hold about you is stored and processed under our data protection policy. We also follow stringent procedures to ensure that any work that involves processing personal data is carried out in line with that policy.

6.3 We also have in place robust procedures for notifying the authorities, and you, in the unlikely event of a data breach.

#### **7. Opposition to promotional emails**

We hereby expressly prohibit the use of contact data published in the context of website legal notice requirements with regard to sending promotional and informational materials not expressly requested. The website operator reserves the right to take specific legal action if unsolicited advertising material, such as email spam, is received.

#### **8. SSL encryption**

This site uses SSL encryption for security reasons and for the protection of the transmission of confidential content. You can recognize an encrypted connection in your browser's address line when it changes from "http://" to "https://" and the lock icon is displayed in your browser's address bar.

#### **9. Contact form**

Should you send us questions via the contact form, we will collect the data entered on the form, including the contact details you provide, to answer your question and any follow-up questions. We do not share this information without your permission. We will, therefore, process any data you enter onto the contact form only with your consent per Art. 6 (1)(a) DSGVO.

You may revoke your consent at any time. An informal email making this request is sufficient. The data processed before we receive your request may still be legally processed. We will retain the data you provide on the contact form until you request its deletion, revoke your consent for its storage, or the purpose for its storage no longer pertains (e.g. after fulfilling your request). Any mandatory statutory provisions, especially those regarding mandatory data retention periods, remain unaffected by this provision.

#### **10. Server-Log-Data**

The website provider automatically collects and stores information that your browser automatically transmits to us in "server log files". These are browser type and browser version, operating system used, referrer URL, host name of the accessing computer, Time of the server request and IP address. These data



will not be combined with data from other sources. The basis for data processing is Art. 6 (1) (b) DSGVO, which allows the processing of data to fulfill a contract or for measures preliminary to a contract.

## 11. Analytics tools

When visiting our website, statistical analyses may be made of your surfing behavior. This happens primarily using cookies and analytics. The analysis of your surfing behavior is usually anonymous, i.e. we will not be able to identify you from this data. You can object to this analysis or prevent it by not using certain tools. You can object to this analysis.

## 12. Cookies

Some of our web pages use cookies. Cookies do not harm your computer and do not contain any viruses. Cookies help make our website more user-friendly, efficient, and secure. Cookies are small text files that are stored on your computer and saved by your browser. Most of the cookies we use are so-called "session cookies." They are automatically deleted after your visit. Other cookies remain in your device's memory until you delete them. These cookies make it possible to recognize your browser when you next visit the site. You can configure your browser to inform you about the use of cookies so that you can decide on a case-by-case basis whether to accept or reject a cookie.

Alternatively, your browser can be configured to automatically accept cookies under certain conditions or to always reject them, or to automatically delete cookies when closing your browser. Disabling cookies may limit the functionality of this website. Cookies which are necessary to allow electronic communications or to provide certain functions you wish to use (such as the shopping cart) are stored pursuant to Art. 6 paragraph 1, letter (f) of DSGVO. The website operator has a legitimate interest in the storage of cookies to ensure an optimized service provided free of technical errors. If other cookies (such as those used to analyze your surfing behavior) are also stored, they will be treated separately in this privacy policy.

## 13. Google Analytics

This website uses Google Analytics, a web analytics service. It is operated by Google Inc., 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA. Google Analytics uses so-called "cookies". These are text files that are stored on your computer and that allow an analysis of the use of the website by you. The information generated by the cookie about your use of this website is usually transmitted to a Google server in the USA and stored there. Google Analytics cookies are stored based on Art. 6 (1) (f) DSGVO. The website operator has a legitimate interest in analyzing user behavior to optimize its website.

We have activated the IP anonymization feature on this website. Your IP address will be shortened by Google within the European Union or other parties to the Agreement on the European Economic Area prior to transmission to the United States. Only in exceptional cases is the full IP address sent to a Google server in the US and shortened there. Google will use this information on behalf of the operator of this website to evaluate your use of the website, to compile reports on website activity, and to provide other services regarding website activity and Internet usage for the website operator. The IP address transmitted by your browser as part of Google Analytics will not be merged with any other data held by Google.

You can prevent these cookies being stored by selecting the appropriate settings in your browser. However, we wish to point out that doing so may mean you will not be able to enjoy the full functionality of this website. You can also prevent the data generated by cookies about your use of the website (incl. your IP address) from being passed to Google, and the processing of these data by Google, by downloading and installing the browser plugin available at the following link: <https://tools.google.com/dlpage/gaoptout?hl=en>.



You can prevent the collection of your data by Google Analytics by clicking on the following link. An opt-out cookie will be set to prevent your data from being collected on future visits to this site: [Disable Google Analytics](#).

We have entered into an agreement with Google in accordance with Art. 28 DSGVO for the outsourcing of our data processing and implement the requirements of the German data protection authorities when using Google Analytics. For more information about how Google Analytics handles user data, see Google's privacy policy:

<https://support.google.com/analytics/answer/6004245?hl=en>

#### **14. Google Web Fonts**

For uniform representation of fonts, this page uses web fonts provided by Google. When you open a page, your browser loads the required web fonts into your browser cache to display texts and fonts correctly. When you call up a page of our website that contains a social plugin, your browser makes a direct connection with Google servers. Google thus becomes aware that our web page was accessed via your IP address.

The use of Google Web fonts is done in the interest of a uniform and attractive presentation of our website. This constitutes a justified interest pursuant to Art. 6 (1) (f) DSGVO. If your browser does not support web fonts, a standard font is used by your computer. Further information about handling user data, can be found at <https://developers.google.com/fonts/faq> and in Google's privacy policy at <https://www.google.com/policies/privacy/>.

#### **15. Google Maps**

This site uses the Google Maps map service via an API. It is operated by Google Inc., 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA. To use Google Maps, it is necessary to save your IP address. This information is generally transmitted to a Google server in the USA and stored there. The provider of this site has no influence on this data transfer.

The use of Google Maps is in the interest of making our website appealing and to facilitate the location of places specified by us on the website. This constitutes a justified interest pursuant to Art. 6 (1) (f) DSGVO. Further information about handling user data, can be found in the data protection declaration of Google at <https://www.google.de/intl/de/policies/privacy/>.

#### **16. YouTube**

Our website uses plugins from YouTube, which is operated by Google. The operator of the pages is YouTube LLC, 901 Cherry Ave., San Bruno, CA 94066, USA. If you visit one of our pages featuring a YouTube plugin, a connection to the YouTube servers is established. Here the YouTube server is informed about which of our pages you have visited.

If you're logged in to your YouTube account, YouTube allows you to associate your browsing behavior directly with your personal profile. You can prevent this by logging out of your YouTube account. YouTube is used to help make our website appealing. This constitutes a justified interest pursuant to Art. 6 (1) (f) DSGVO.

Further information about handling user data, can be found in the data protection declaration of YouTube under <https://www.google.de/intl/de/policies/privacy/>.



**17. Vimeo**

Our website uses features provided by the Vimeo video portal. This service is provided by Vimeo Inc., 555 West 18th Street, New York, New York 10011, USA.

If you visit one of our pages featuring a Vimeo plugin, a connection to the Vimeo servers is established. Here the Vimeo server is informed about which of our pages you have visited. In addition, Vimeo will receive your IP address. This also applies if you are not logged in to Vimeo when you visit our website or do not have a Vimeo account. The information is transmitted to a Vimeo server in the US, where it is stored.

If you are logged in to your Vimeo account, Vimeo allows you to associate your browsing behavior directly with your personal profile. You can prevent this by logging out of your Vimeo account. For more information on how to handle user data, please refer to the Vimeo Privacy Policy at <https://vimeo.com/privacy>