

A Greener World Privacy Policy

1. Introduction and who we are

- 1.1 We are committed to safeguarding the privacy of our website visitors and service users. We take this commitment very seriously; the staff and Board of Directors of A Greener World care about your privacy.
- 1.2 This policy applies where we are acting as a data controller with respect to the personal data of our website visitors and service users; in other words, where we determine the purposes and means of the processing of that personal data.
- 1.3 We use cookies on our website. Insofar as those cookies are not strictly necessary for the provision of our website and services, we will ask you to consent to our use of cookies when you first visit our website.
- 1.4 In this policy, "we", "us" and "our" refer to A Greener World. For more information about us, see Section 12.
- 1.5 AGW maintains a public privacy policy at https://agreenerworld.org/privacy-policy/.
- 1.6 AGW maintains a GDPR Policy at https://agreenerworld.org/privacy-policy/.

2. What personal information do we collect?

- 2.1 In this Section 2 we have set out:
 - (a) the general categories of personal data that we may process;
 - (b) in the case of personal data that we did not obtain directly from you, the source and specific categories of that data;
 - (c) the purposes for which we may process personal data; and
 - (d) the legal bases of the processing.
- 2.2 We may process data about your use of our website and services ("usage data"). The usage data may include your IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views and website navigation paths, as well as information about the timing, frequency and pattern of your service use. The source of the usage data is our analytics tracking system. This usage data may be processed for the purposes of analyzing the use of the website and services. The legal basis for this processing is business purposes or as required by law.
- 2.3 We may process your account data ("account data"). The account data may include your name and email address. The source of the account data is you. The account data may be processed for the purposes of operating our website, providing our services, ensuring the security of our website and services, maintaining back-ups of our databases and communicating with you. The legal basis for this processing is business purposes or as required by law.

- 2.4 We may process the information included in your personal profile on our website ("profile data"). The profile data may include your name, address, telephone number, email address, profile pictures, gender, date of birth, relationship status, interests and hobbies, educational details and employment details. The source of this data is you or is publicly available. The profile data may be processed for the purposes of enabling and monitoring your use of our website and services. The legal basis for this processing is business purposes or as required by law.
- 2.5 We may process your personal data that is provided in the course of the use of our services ("service data"). The service data may include information as part of our accreditation and certification process. The source of the service data is you. This includes any minor applicants that submit data as part of a service request. The service data may be processed for the purposes of operating our website, providing our services, ensuring the security of our website and services, maintaining back-ups of our databases and communicating with you. The legal basis for this processing is business purposes or as required by law.
- 2.6 We may process information that you post for publication on our website or through our services ("**publication data**"). The publication data may be processed for the purposes of enabling such publication and administering our website and services. The legal basis for this processing is business purposes or as required by law.
- 2.7 We may process information contained in any enquiry you submit to us regarding goods and/or services ("enquiry data"). The enquiry data may be processed for the purposes of offering, marketing and selling relevant goods and/or services to you. The legal basis for this processing is business purposes or as required by law.
- 2.8 We may process information relating to our customer and donor relationships, including customer contact information ("customer relationship data"). The customer relationship data may include your name, your employer, your job title or role, your contact details, and information contained in communications between us and you or your employer. The source of the customer relationship data is you. The customer relationship data may be processed for the purposes of managing our relationships with customers, communicating with customers, keeping records of those communications and promoting our products and services to customers. The legal basis for this processing is business purposes or as required by law.
- 2.9 We may process information relating to transactions, including purchases of goods and services, that you enter into with us and/or through our website ("transaction data"). The transaction data may include your contact information, your credit card or payment method information and the transaction details. The transaction data may be processed for the purpose of supplying the purchased goods and services and keeping proper records of those transactions. The legal basis for this processing is business purposes or as required by law.
- 2.10 We may process information that you provide to us for the purpose of subscribing to our email notifications and/or newsletters ("notification data"). The notification data may be processed for the purposes of sending you the relevant notifications and/or newsletters. The legal basis for this processing is business purposes or as required by law.
- 2.11 We may process information contained in or relating to any communication that you send to us ("correspondence data"). The correspondence data may include the

communication content and metadata associated with the communication. Our website will generate the metadata associated with communications made using the website contact forms. The correspondence data may be processed for the purposes of communicating with you and record-keeping. The legal basis for this processing is business purposes or as required by law.

- 2.12 We may process any of your personal data identified in this policy where necessary for the establishment, exercise or defense of legal claims, whether in court proceedings or in an administrative or out-of-court procedure. The legal basis for this processing is our legitimate interests, namely the protection and assertion of our legal rights, your legal rights and the legal rights of others.
- 2.13 We may process any of your personal data identified in this policy where necessary for the purposes of obtaining or maintaining insurance coverage, managing risks, or obtaining professional advice. The legal basis for this processing is our legitimate interests, namely the proper protection of our organization against risks.
- 2.14 In addition to the specific purposes for which we may process your personal data set out in this Section, we may also process any of your personal data where such processing is necessary for compliance with a legal obligation to which we are subject, or in order to protect your vital interests or the vital interests of another natural person.
- 2.15 Please do not supply any other person's personal data to us, unless we prompt you and you are authorized to do so.

3. How do we use personal information?

- 3.1 We may disclose your personal data to any member of our group of companies (this means our subsidiaries, our ultimate holding company and all its subsidiaries) insofar as reasonably necessary for the purposes, and on the legal bases, set out in this policy. Information about our group of companies can be found at agreenerworld.org.
- 3.2 We may disclose your personal data to our insurers and/or professional advisers insofar as reasonably necessary for the purposes of obtaining or maintaining insurance coverage, managing risks, obtaining professional advice, or the establishment, exercise or defense of legal claims, whether in court proceedings or in an administrative or out-of-court procedure.
- 3.3 We may disclose service data to our suppliers or subcontractors identified at <u>agreenerworld.org</u> insofar as reasonably necessary for the provision of services.
- 3.4 Financial transactions relating to our website and services will be handled by our payment services provider Stripe. We will share transaction data with our payment services providers only to the extent necessary for the purposes of processing your payments, refunding such payments and dealing with complaints and queries relating to such payments and refunds. You can find information about the payment services providers' privacy policies and practices at https://stripe.com/legal/privacy-center.
- 3.5 In addition to the specific disclosures of personal data set out in this Section 3, we may disclose your personal data where such disclosure is necessary for compliance with a legal obligation to which we are subject, or in order to protect your vital interests or the vital interests of another natural person. We may also disclose your personal data

where such disclosure is necessary for the establishment, exercise or defense of legal claims, whether in court proceedings or in an administrative or out-of-court procedure.

4. Transferring personal information internationally

- 4.1 We are headquartered in the United States but work with contractors globally. In some circumstances we provide information to countries outside of the United States.
- 4.2 The hosting facilities for our website are situated in the United States and will be reviewed every six months for changes in compliance or as required.
- 4.3 You acknowledge that personal data that you submit for publication through our website or services may be available, via the internet or around the world. We cannot prevent the use (or misuse) of such personal data by others.

5. How long will we keep your personal information?

- 5.1 Personal data that we process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
- 5.2 All data categories will be retained for a minimum period of three years or as required by government regulations.
- 5.3 To determine the appropriate retention period for personal information, we consider the amount, nature and sensitivity of the personal information, the potential risk of harm from unauthorized use or disclosure of your personal information, the purposes for which we process your personal information and whether we can achieve those purposes through other means, and the applicable legal requirements.

6. Amendments

- 6.1 We may update this policy from time to time by publishing a new version on our website.
- 6.2 You should check our website occasionally to ensure you are happy with any changes to this policy.
- 6.3 Changes to this policy will be available on our website at <u>agreenerworld.org/privacy-policy/.</u>

7. Your rights

- 7.1 Your principal rights to your information are as follows:
 - (a) the right to access: You can ask what information we hold about you and be provided with a copy of it;
 - (b) the right to rectification: If information we hold about you is incorrect you can ask us to correct it;
 - (c) the right to erasure or deletion: You can ask us to delete the information that we hold about you in certain circumstances;
 - (d) the right to restrict processing: Our use of information about you may be restricted in some cases;

- (e) the right to object to processing: You may object to using your information where:
 - -We are using it for direct marketing purposes
 - -We are relying on either the legitimate interests or performance of a task carried out in the public interest legal basis to use it
 - -We are using it for historical or scientific research purposes or archiving purposes.
- (f) the right to data portability: You can request the transfer of your information to you or a third party in a format that is structured, commonly used and machinereadable;
- (g) the right to complain to a supervisory authority, including the Information Commissioner's Office (ICO) at dpo@ico.org.uk; and
- (h) the right to withdraw consent.

8. Our website

- 8.1 As you interact with our website, we may automatically collect information about your equipment, browsing actions and patterns. We collect this personal information by using cookies and other similar technologies.
- 8.1 We use cookies and web beacons for the following purposes:
 - (a) authentication we use cookies to identify you when you visit our website and as you navigate our website
 - (b) status we use cookies to help us to determine if you are logged into our website
 - (c) personalization and customizing communications we use cookies to store information about your preferences and to personalize the website and communications for you
 - (d) security we use cookies as an element of the security measures used to protect user accounts, including preventing fraudulent use of login credentials, and to protect our website and services generally.
 - (e) analysis we use cookies to help us to analyze the use and performance of our website and services
 - (f) cookie consent we use cookies to store your preferences in relation to the use of cookies more generally
 - (g) we use web beacons to aid in providing more relevant advertising to the user, as well as to measure the success of an advertising campaign, but provide no personally identifiable information
- 8.2 Our service providers use cookies and those cookies may be stored on your computer when you visit our website.

- 8.3 We use Google Analytics to analyze the use of our website. Google Analytics gathers information about website use by means of cookies. The information gathered relating to our website is used to create reports about the use of our website. Google's privacy policy is available at: https://www.google.com/policies/privacy/.
- 8.4 Most browsers allow you to refuse to accept cookies and to delete cookies. The methods for doing so vary from browser to browser, and from version to version.
- 8.5 Blocking all cookies will have a negative impact upon the usability of many websites. If you block cookies, you will not be able to use all the features on our website.

12. Contacts

- 12.1 This website is owned and operated by A Greener World.
- 12.2 We are located in the United States under Tax ID 81-2116665 and our registered office is at PO Box 115, Terrebonne, OR 97760.
- 12.3 You can contact us:
 - (a) by mail to the postal address given above;
 - (b) using our website contact form;
 - (c) by telephone, on the contact number published on our website; or
 - (d) by email, using the email address published on our website.
- 12.4 Our Director of Operations is responsible for data protection and can be contacted at: privacy@agreenerworld.org.

13. Our responsibility

- 13.1 Should a data breach occur, A Greener World will take the following actions within 72 hours of becoming aware of such breach, and as soon as practically possible:
 - (a) Notify potentially impacted users via email.
 - (b) Notify potentially impacted users via in-site notification.
 - (c) Report the breach to the applicable authorities or regulatory body.