



## Privacy Statement for the CW-CoC CB Calibration Workshop 2021

### Introduction:

Thank you for your willingness to participate in the 2021 CW-CoC Calibration Workshop. We at FSC Group<sup>1</sup> (“FSC”, “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 your participation in the 2021 CW-CoC Calibration Workshop (hereinafter: **Workshop**).

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 submit your data when registering, submitting surveys, submitting examples, or being recorded during the Workshop.

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### 1. Service Description

The Workshop is a digital meeting hosted on Zoom in which certification bodies (CBs) share their understanding of real-world examples. Prior to the Workshop, participants will have registered and some will have participated in a survey to determine the topics covered by the agenda. A select few will have been contacted by FSC to provide anonymized examples based on their real-work experiences with the

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<sup>1</sup> FSC Group stands for Forest Stewardship Council A.C., registered in Calle Margarita Maza de Juárez #422, 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



topics. During the Workshop, CBs are encouraged to work together to calibrate their methods and expectations using these examples.

FSC is the ‘**controller**’ of the personal data you provide to the Workshop, and Microsoft Office 365 acts in a function of a ‘**processor**’ of the personal data you provide to the Workshop. The processing of personal data shared between FSC and Microsoft is regulated in the data processing addendum. The privacy policy applicable to the use of Microsoft is available at: <https://privacy.microsoft.com/en-GB/privacystatement>.

## 2. Recording of the Workshop

In order to facilitate the Workshop, FSC will use the cloud-based video conferencing service - “Zoom”. The processing of personal data shared between FSC and Zoom is regulated in the data processing agreement. The privacy policy applicable to the use of Zoom, incl. the data that is being collected by Zoom, is available at: <https://zoom.us/privacy>.

The Workshop hosted by Zoom will be recorded exclusively for the purposes of preparation of the report of the Workshop. Once the report is created, all recordings will be deleted.

The recording of the Workshop will only be processed within FSC with people responsible for the preparation of the report on a need-to-know basis. The outcome of the recording will be the report prepared by FSC. The report will be shared with the participants of the Workshop.

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.

## 3. What Personal Data We Collect

In order to provide the Services, we may need to collect or store some personal data. The personal data we process:

- Full name (first name, last name)
- E-mail address
- Organization’s name you work for
- Recording of the Workshop itself

We will not collect any personal data from you that we do not need to provide and oversee this Service to you.

## 4. How We Collect Your Personal Data

We process personal data provided to us directly by you. You as user of the Workshop are responsible for providing accurate, complete and up-to-date information during and after your application to the Workshop.



If the personal data you provided needs to be corrected, please, indicate the changes by sending an e-mail to [w.cook@fsc.org](mailto:w.cook@fsc.org).

## 5. How We Use Your Personal Data

We are not using your personal data for anything else beyond the processing described in this Privacy Statement. Our technical staff will use the log files for purposes of trouble shooting, and for providing help to end users.

In detail, we use your personal data to communicate with you, prepare the post/Workshop report, secure against fraud and abuse, troubleshoot issues 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).

## 6. Who We Share Your Personal Data With

All personal data we process for the Workshop is processed by FSC, e.g. by FSC staff strictly on a need-to-know basis for the purposes described under section 5 above as well as for the purposes of IT hosting and maintenance. The information gathered from the Workshop will be stored internally by FSC and will not be published or shared on the internet or FSC intranet.

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.

## 7. How Long We Keep Your Personal Data

We will keep your full name, email address, and organizational affiliation for maximum 2 years after your registration to attend the Workshop. The recording of the workshop itself will be deleted upon publication of the post-Workshop report, or 1 year after the end of the Workshop, whichever comes first. Upon your request, we will provide you with information about the personal data we hold about you. Furthermore, upon request we will rectify or delete your personal data, as far as no statutory storage requirements apply. For details on your rights, please see the respective section below.

## 8. 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.

## 9. 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).

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.

## 10. 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 people from within the FSC Network (which may include affiliates of FSC IC (collectively, "FSC") 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.

## 11. 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:

**IT Development and Maintenance:**

FSC Global Development GmbH

FSC International IT Services

Adenauerallee 134 · 53113 Bonn · Germany

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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](mailto:info@scheja-partner.de)

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

Website: [www.scheja-partner.de](http://www.scheja-partner.de)

**12. 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 23<sup>rd</sup> March 2021.