



## Privacy Policy

This privacy policy sets out how 'The Green Organisation' uses and protects any information that you give 'The Green Organisation' when you use this website, or work with 'The Green Organisation' as professionals, clients or staff.

We are committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

We document what personal data we hold and endeavour to keep our records up to date.

We make every effort to inform you about our privacy policies. Records will be designed, used and stored so as to assure privacy. Legislative controls over records, such as the General Data Protection Regulation (GDPR), will be adhered to.

We may collect the following information:

### **For Professionals entering our award schemes**

- Name and job title
- Contact information including email address and business address
- Other information relevant to the entry application

### **What we do with the information we gather:**

We require this information to help access and award entry applications and in particular for the following reasons:

- Internal record keeping.
- We may use the information to improve our awards and services.
- We may periodically send promotional emails to promote entry into our international environmental and CSR awards, or other information relevant to our awards schemes which we think you may find interesting using the email address which you have provided.
- From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone, fax or mail. We may use the information to customise the website according to your interest

### **For 'The Green Organisation'**

- name
- Contact information including email address and physical address

### **What we do with the information we gather:**

We require this information for the following reasons:

- Internal record keeping.



## Green Organisation Campaign Lists

We ensure that any bought-in lists adhere to GDPR.

We make checks to satisfy ourselves that any list is accurate and the details were collected fairly, and that the consent is specific enough to cover application for our international environmental and CSR awards

- Name
- Contact information including email address and physical address

## What we do with the information we gather:

We may periodically send promotional emails to promote entry into our international environmental and CSR awards, or other information relevant to our awards schemes which we think you may find interesting using the email address which you have provided.

We do not share or sell your information with third parties

## Individual Rights

We adhere to the new rights for individuals as introduced by the GDPR in addition to modifications made to current individual rights as covered in the Data Protection Act (DPA).

You may request details of personal information, which we hold about you under the GDPR.

If you would like a copy of the information held on you please write to:

**info@thegreenorganisation.info**

## Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

We use secure cloud storage to hold our data and minimise the use of any personal data on computers, smart phones and tablets. All awards entry data is deleted from our servers after 12 months.

## How we use cookies

A cookie is a small file, which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.



### **Links to other websites**

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information, which you provide whilst visiting such sites and this privacy statement does not govern such sites. You should exercise caution and look at the privacy statement applicable to the website in question.

### **Controlling your personal information**

You may choose to restrict the collection or use of your personal information in the following ways:

- Whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes
- If you have previously agreed to us using your personal information for direct marketing purposes

you may change your mind at any time by writing to or emailing us at: **info@thegreenorganisation.info**

We will not sell, distribute or lease your personal information to third parties unless we are required by law to do so. We may use your personal information to send you promotional information about third parties, which we think you may find interesting if you tell us that you wish this to happen.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

We review our current privacy notices and may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes.

This policy is effective from May 2018.