

## Mentions légales

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## 3. Privacy Policy Statement

FSC France is committed to ensuring the privacy of your personal information. This Privacy Policy Statement applies only to this Site. FSC France respects the privacy of users of this Site and believes that such information should be used responsibly and appropriately.

FSC France is a “controller” of the personal data you. In general, all users may visit this Site anonymously and without revealing any additional personal information. There are times, however, when we may need information from you. This is usually required in order for us to promptly respond to your requests for information or to answer your questions. You might also provide some of personal data directly, if for instance you register on our website, subscribe to our newsletters, apply for membership, register for an event, or register for the Consultation Platform.

### 3.1 Personal Data We Collect

The data we collect depends on the context of your interactions with us, the choices you make, including your privacy settings, and the features of the website you use. The data we collect can include the following:

**Name and contact data.** We can collect your first and last name, email address, postal address, phone number, and other similar contact data.

**Credentials.** We collect occasionally passwords, password hints, and similar security information used for authentication and account access.

**Demographic data.** Very rarely we collect data about you such as your age, gender, country, and preferred language.

**Location data.** We can collect data about your imprecise location data, for example, a location derived from your IP address or data that indicates where you are located with less precision, such as at a city or postal code level.

#### 3.1.1 Registration on our website

During the registration on the website, some personal information will be collected, such as name, address or contact details such as telephone number and e-mail address. The registration allows a user to access content and services that are offered only to the registered users. Registered users have the option of changing or deleting the data specified during registration at any time. Upon your request, we provide you with information about the personal data we hold about you. Furthermore, upon your request we rectify or delete your personal data, as far as no statutory storage requirements apply.

#### 3.1.2 Newsletter

When you sign up to receive our newsletter, the data you provide will be used exclusively for this purpose. Subscribers may also be notified by email about circumstances relevant to the service or registration (such as changes to the newsletter offer or technical conditions).

For an effective registration we need your name and a valid e-mail address. In order to verify that an application is actually made by the owner of an e-mail address, we use the "double-opt-in" procedure. For this purpose, we store the information about the subscription to the newsletter, the confirmation mail and the receipt of the requested answer. The data will be used exclusively for newsletter distribution and will not be passed on to third parties.

The consent to the storage of your personal data and their use for the newsletter can be revoked at any time, by clicking a corresponding link in the newsletter. You can also withdraw your consent and unsubscribe from this website at any time or provide us with your request via the contact details provided at this page.

### *3.1.3 Use of Google Analytics*

This website uses Google Analytics, a web analytics service provided by Google Inc. ("Google"). Google Analytics uses "cookies", which 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 United States and stored there. On behalf of the operator of this website, Google will use this information to evaluate your use of the website, to compile reports on website activity and to provide other services related to website activity and internet usage to the website operator. The IP address provided by Google Analytics as part of Google Analytics will not be merged with other Google data. You can view our website without cookies. You can refuse the use of cookies by selecting the appropriate settings ("do not accept cookies") on your browser. Please note that if you do this you may not be able to use the full functionality of this website.

### *3.1.4 Social plugins*

Our websites use social plugins of the providers listed below. The plugins can be recognized by the fact that they are marked with the appropriate logo.

These plug-ins may be used to send information, which may include personal information, to the service provider and may be used by the service provider. We prevent the unconscious and unwanted collection and transmission of data to the service provider through a 2-click solution. To activate a desired social plugin, it must first be activated by clicking on the corresponding button. Only through this activation of the plugin is the detection of information and its transmission to the service provider triggered. We do not collect personally identifiable information by means of social plugins or their use.

We have no control over what data an enabled plugin collects and how it is used by the provider. At present, it must be assumed that a direct connection to the services of the provider will be developed and at least the IP address and device-related information will be collected and used. It is also possible that the service providers try to save cookies on the computer used. Please refer to the privacy policy of the respective service provider to see which specific

data is collected here and how it is used. Note: If you are logged in to Facebook at the same time, Facebook may identify you as a visitor to a particular page.

We have integrated the social media buttons of the following companies on our website:

Facebook Inc. (1601 S. California Ave - Palo Alto - CA 94304 - USA)

Twitter Inc. (795 Folsom St. - Suite 600 - San Francisco - CA 94107 - USA)

LinkedIn (Gardner House, 2 Wilton Pl, Grand Canal Dock, Dublin, Ireland)

Email plugin

### 3.1.5 Cookies

Like many other websites, we also use "cookies". Cookies are text files placed on your computer, to help the website analyze how users use the site. This automatically gives us certain data, such as IP address, browser used, operating system from your computer and your connection to the Internet. The information generated by the cookie about your use of the website (including your anonymized IP address) will be transmitted and stored on our servers in France and Germany. FSC France will use this information for the purpose of evaluating your use of the website, compiling reports on website activity and providing other services relating to website activity and internet usage. Unless the law requires so, in no case will the data collected by FSC France be passed on to third parties or a link with personal data will be established without your consent, unless the law requires so.

Only the people from within the FSC Network who need it to respond to your communication 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 analyze this data for trends and statistics. We do not collect any personal data and user sessions are anonymous.

You can view our website without cookies. You can refuse the use of cookies by selecting the appropriate settings ("do not accept cookies") on your browser. Please note that if you do this you may not be able to use the full functionality of this website. By using this website, you consent to the processing of data about you by FSC France in the manner and for the purposes set above.

This website uses cookies. We use cookies to personalise content and ads, to provide social media features and to analyse our traffic. We also share information about your use of our site with our social media, advertising and analytics partners who may combine it with other information that you've provided to them or that they've collected from your use of their services. You consent to our cookies if you continue to use our website.

Cookies are small text files that can be used by websites to make a user's experience more efficient.

The law states that we can store cookies on your device if they are strictly necessary for the operation of this site. For all other types of cookies we need your permission.

This site uses different types of cookies. Some cookies are placed by third party services that appear on our pages.

You can at any time change or withdraw your consent from the Cookie Declaration on our website.

Learn more about who we are, how you can contact us and how we process personal data in our Privacy Policy.

#### **4. Data Subject Request Form**

You can send your request or any further questions to: [info@fr.fsc.org](mailto:info@fr.fsc.org).

#### **5. Privacy Statement for "Contact Us" Forms**

By using any of the various 'Contact Us' online forms, you agree to the terms of this Privacy Statement.

##### *5.1 What Information We Collect*

In order to detail with your request, we may collect some personal data. The personal data we collect on the 'Contact Us' forms includes the following:

- Full name (first name, last name)
- Email address
- Location
- IP address
- Cookie ID
- Date & Time; or
- Specific content provided by user which might contain further personal and business data specific to each 'Contact Us' online form.

##### *5.2 How We Collect Your Data*

You as a website user directly provide us with most of the data we collect. As user of the 'Contact Us' forms you are responsible for providing accurate, complete and up-to-date information.

This information includes your full name (first name, last name), email address, and country.

### *5.3 How We Use Your Data*

We process your personal data for one or several of the following purposes:

- To communicate with you,
- To provide information on FSC licenses or on collaboration with FSC,
- To improve and maintain performance in the FSC certification process,
- To help us to produce FSC reports,
- To monitor compliance with the certification process,
- To handle complaints or resolve infringements,
- To show impact of FSC,
- To develop market intelligence; or
- As is required by law for safety and integrity.

All the personal data we process is processed by FSC France, however for the purposes of IT hosting and maintenance this information is located on servers in Strasburg in France and Cologne in Germany.

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

### *5.4. Who We Share Your Data With*

Your personal data will be accessible to the data controller at FSC France and FSC GD. We will only share your personal data with third parties with whom we contract in order to pursue our legitimate interest in providing services to you, answering your queries and handling your complaints. This can include:

- Staff or units of different entities of the FSC Group<sup>1</sup>,
- Staff or units of FSC network partners & certification bodies,
- Members of stakeholder working groups,
- Third party service providers; email service providers; IT service providers,
- Companies about which a complaint is submitted, or
- Independent experts, governmental offices or appeals panels in the complaints process.

We will take all reasonable steps, such as the inclusion of clauses in our contracts with such processors or controllers, to ensure that your personal data is safe and treated securely and in accordance with this Privacy Statement.

### *5.5 Transfer of Data*

The personal data that we collect from you may be transferred to, and processed by, a processor based in a destination outside of the European Economic Area (EEA). If this happens, we will take steps, such as the inclusion of contractual clauses into our contracts with such processors or controllers, to ensure that your personal data is safe and treated securely and in accordance with this Privacy Statement.

### *5.6 How Long We Keep Your Personal Data*

This would depend on the issue you are contacting us for. Personal data collected for our 'Contact Us' forms will not be stored longer than is necessary in order to achieve the purposes as named within this privacy and cookie statement unless FSC or any of the third-parties engaged by FSC must observe a longer statutory retention period based on a legal obligation. In some cases, we may be legally obliged to keep your data for 10 years. Any information we use for marketing purposes might be kept with us until you notify us that you no longer wish to receive this information.

### *5.7 Security*

FSC is committed to ensuring the privacy of your personal information. In order to prevent unauthorized access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

### *5.8. Your Rights*

FSC would like to make sure you are fully aware of all your data protection rights. Every user is entitled to the following with regards to their data:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling.

Upon your request, we provide you with information about the personal data we hold about you. You have the right to access or verify your personal data we are holding and to have your personal data modified, corrected or deleted under certain conditions at any time. If you would



like to exercise one of your data protection rights, please do not hesitate to contact us at [info@fr.fsc.org](mailto:info@fr.fsc.org).

### *5.9 Cookies and Similar Technologies*

#### **What are cookies?**

Cookies are text files placed on your computer to collect standard internet log information and visitor behavior information. When you visit our websites, we may collect information from you automatically through cookies or similar technology.

#### **How do we use cookies?**

Our use of Cookies automatically gives us certain data, such as IP address, browser used, operating system from your computer and your connection to the internet. The information generated by the cookie about your use of the Contact Us online forms (including your anonymized IP address) will be transmitted and stored on our servers in France and Germany.

#### **How to manage cookies**

You can use our Contact Us online forms without cookies. You can refuse the use of cookies by selecting the appropriate settings (“do not accept cookies”) on your browser. Please note that if you do this you may not be able to use the full functionality of Contact Us online forms. By using Contact Us online forms, you consent to the processing of data about you by FSC France and FSC GD in the manner and for the purposes set above.

### *5.10 Your Requests and Complaints*

If you have any request for access, rectification, blocking and/or erasure of your personal data please contact us at [info@fr.fsc.org](mailto:info@fr.fsc.org). In the event you have a complaint, please contact us at [info@fr.fsc.org](mailto:info@fr.fsc.org).

#### *5.11 How to Contact Us*

If you have questions about this Privacy Statement, the 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: [info@fr.fsc.org](mailto:info@fr.fsc.org).

#### *5.11 Changes to our Privacy Statement*

We reserve the right to 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. In this case your further visit will be subject to the new privacy policy. Be sure to check back here periodically for any changes.

This Privacy Statement does not extend to anything that is inherent in the operation of the internet, and beyond the control of FSC and is not to be applied in any manner contrary to applicable laws, rules or regulations.