

## ITC DATA PROTECTION POLICY FOR THE EU CITIES FOR FAIR AND ETHICAL TRADE AWARD

By clicking “Create a new account to apply”, you agree to the [Terms and Conditions](#) of the International Trade Centre (ITC) and you acknowledge acceptance of the ITC Data Protection Policy for the EU Cities for Fair and Ethical Trade Award (the “Policy”).

### DATA PROTECTION POLICY

#### 1. Introduction

- 1.1 ITC is aware of the risks involved in data collection and usage, and of the importance of developing appropriate data protection standards and putting them into effect. As a result, ITC has adopted the Policy, which enables us to undertake our operations whilst safeguarding individual personal data.
- 1.2 ITC is committed to safeguarding the privacy of our website visitors and securing the personal or other information made available by users of ITC websites as well as ITC web pages on other sites (such as official ITC profiles on social networks) (hereinafter the “Website”). In this Policy, we explain what information and data we collect and how it is used, stored and shared.
- 1.3 Any information voluntarily disclosed to ITC by users of our Website is held with the utmost care and security and will not be used in ways other than as set forth in this Policy.
- 1.4 Providing information is your choice. When you undertake certain actions on our Website, such as filling in a form to register your city, you knowingly provide us with information about you, such as your name, email address, city, postal address and other information. We use this voluntarily provided information in order to interact with you and for the purposes of the EU Cities for Fair and Ethical Trade Award.
- 1.5 We will not make public your information without your consent. By applying to the EU Cities for Fair and Ethical Trade Award, you consent to allow ITC to make public your information. We do not sell your or your city’s information voluntarily disclosed to us with anyone outside ITC. If you provide your personal or your city’s information for the purposes of the EU Cities for Fair and Ethical Trade Award, you will only be contacted by ITC for purposes related to the work of ITC and the EU Cities for Fair and Ethical Trade Award.
- 1.6 By using our Website and agreeing to this Policy, you consent to share your data in accordance with the terms of this Policy.



## 2. Collecting information

2.1 ITC may collect, store and use the following types of information:

- (a) information about your computer and about your visits to and use of this Website (including your IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views and Website navigation paths);
- (b) information that you provide to us when registering and completing your profile with our Website page for the EU Cities for Fair and Ethical Trade Award Application (including your first name, last name, email address or mobile phone number);
- (c) information that you provide to us for the purpose of consenting to our email notifications (including your name and email address);
- (d) information contained in or relating to any communication that you send to us or send through our Website (including the communication content and metadata associated with the communication); and
- (e) any other information that you choose to send to us.

2.2 ITC also requires that you do not submit or share any material or information:

- (a) that is knowingly false or misleading, defamatory, infringing, obscene, indecent, threatening or invasive of a person's privacy, or unlawful in any way;
- (b) which you do not own or for which you have not obtained all necessary licences or approvals as may be required by law;
- (c) which is technically harmful (including, without limitation, files that contain viruses, corrupted files or any other similar software or programs that may damage the operation of another's computer);
- (d) impersonating any person or entity, or falsely stating or otherwise misrepresenting your affiliation with anyone or any entity;
- (e) deleting any author attributions, legal notices or proprietary designations or labels in any file that is uploaded;
- (f) falsifying the origin or source of software or other material contained in a file that is uploaded;
- (g) advertising or offering to sell any goods or services, or conducting or forwarding surveys, contests or chain letters, or downloading any file posted by another user of our Website that you know, or should reasonably know, cannot be legally distributed in such a manner.

### **3. Use of information**

- 3.1 Information submitted to us through our Website will be used for the purposes specified in this Policy or on the relevant pages of the Website.
- 3.2 We may use your information to:
- (a) administer our Website and activities;
  - (b) send you communications relating to our activities which we think may be of interest to you, by post or, where you have specifically agreed to this, by email or similar technology (you can inform us at any time if you no longer wish to receive such communications);
  - (c) deal with enquiries and complaints made by or about you relating to our Website;
  - (d) keep our Website secure and prevent fraud;
  - (e) verify compliance with the terms and conditions governing the use of our Website; and
  - (f) use city profile information to promote the EU Cities for Fair and Ethical Trade Award along with examples of projects or initiatives in fair and ethical trade submitted by cities.

### **4. Disclosure of information**

- 4.1 We may disclose your information:
- (a) to the extent that we are required to do so by applicable law;
  - (b) in connection with any ongoing or prospective legal proceedings; and
  - (c) in order to establish, exercise or defend our legal rights.
- 4.2 We may disclose your information to any of our officials, professional advisers, consultants, suppliers, subcontractors and auditors insofar as reasonably necessary for the purposes set out in this Policy.
- 4.3 We may disclose your personal or other information to any other agency of the United Nations, international organization, the European Commission, public and private sector entity insofar as reasonably necessary for the purposes set out in this Policy. Any compliance with national data protection legislation or cooperation with national or regional data protection authorities is always without prejudice to ITC's privileges and immunities under domestic and international law. You note that ITC cannot be compelled to disclose any information acquired while carrying out its work. More specifically, the ITC privilege of non-disclosure must be respected.

### **5. International data transfers**

- 5.1 Information that we collect may be stored and processed in and transferred between any of the countries in which ITC undertakes its activities so we can use the information in accordance with this Policy.
- 5.2 Information that you publish on our Website or submit on our Website may be available, via the internet, around the world. We cannot prevent the use or misuse of such information by others.

5.3 You expressly agree to the transfers of information described in this Section.

## **6. Retaining, destruction, and archiving of data**

6.1 Data that we process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes. ITC discourage the retention of data for longer than it is necessary.

6.2 We will delete data when:

- (a) they are no longer necessary for the purposes for which they were collected or otherwise further processed;
- (b) you withdraw your consent for processing; or object to the processing.

6.3 Notwithstanding the other provisions of this section, we will retain documents (including electronic documents) containing personal or other data:

- (a) if there is a legitimate reason for archiving them: for instance, the data may be necessary for ensuring long-term provision of ITC services, or for statistical, scientific or historical purposes, or for accountability of trade related technical assistance;
- (b) to the extent that we are required to do so by applicable law;
- (c) if we believe that the documents may be relevant to any ongoing or prospective legal proceedings; and
- (d) in order to establish, exercise or defend our legal rights.

## **7. Security of information**

7.1 We will take reasonable technical and organizational precautions to prevent the loss, misuse or alteration of your personal or other information.

7.2 We will store all the personal or other information you provide on our secure and encrypted (password- and firewall-protected) servers.

7.3 You acknowledge that the transmission of information over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.

7.4 You are responsible for keeping the password you use for accessing our Website confidential; we will not ask you for your password (except when you log in to our Website).

## **8. Third party websites**

8.1 Our website includes hyperlinks to, and details of, third party websites.

8.2 We have no control over, and are not responsible for, the privacy policies and practices of third parties.

## **9. Cookies**

9.1 You are hereby informed that, when you visit the Website, register or supply personal or other information through the Website, cookies may automatically be installed on the browser software of your computer, mobile phone or handheld device.

- 9.2 Cookies are small data files made up of letters and numbers placed onto your computer or other mobile devices when you access our Website. ITC uses cookies to collect information about you to the extent necessary to ensure its Website functionality and performance as well as for the purpose of targeting its audience and tailoring the content offered to the public, both on its Website and elsewhere. We send cookies when you visit our Website, respond to online surveys or polls, or request information. Accepting the cookies used on our Website does not give us access to your personally identifiable information, but we can use the cookies to identify your computer. Encrypted information gathered from cookies is used to understand the performance of our Website, improve your experience while using it and to remind you of our activities. However, this information is anonymous and based on behaviour rather than on personally distinguishable features.
- 9.3 If you do not wish to have cookies installed on your computer or mobile device, you can set your browser to notify you before you receive a cookie, giving you the chance to decide whether to accept it. You can also set your browser to turn off cookies. If you do so, however, some areas of the Website may not function properly.
- 9.4 Setting cookies allows ITC to provide you with a better service, to improve your experience on our Website, to understand how the Website and other communication efforts are performing.
- 9.5 Some of the cookies you may receive when visiting the Website are not related to ITC. For example, if you visit sections of our Website that contain embedded content such as a Twitter feed, or contain a plugin such as a Facebook like button, you may receive cookies delivered from these websites. ITC does not govern the settings or use of these third-party cookies, so we suggest that you visit these websites for more information about their cookies and applicable privacy policies. ITC cannot be held responsible for the privacy of data collected by websites that it does not own or manage, even if these websites link to our Website. Modern web browsers provide the ability to disable all cookies or only third-party cookies.

## 10. Contact details

- 10.1 This Website is owned and operated by ITC.
- 10.2 You can contact us to verify or rectify your personal or other data:
- (a) using our Website contact form; or
  - (b) by email, using the email [fairandethical@trade-city-award.eu](mailto:fairandethical@trade-city-award.eu).

## 11. Amendments

- 11.1 We may update this Policy from time to time by publishing a new version on our Website. We thus encourage you to visit this section of the Website regularly in order to keep up to date with any changes. Changes to the Policy will apply from the date they are posted on our site and shall not apply retroactively.
- 11.2 We may notify you of changes to this Policy by email or through the private messaging system on our Website.