

Cleaner Cooking Coalition Privacy Policy

September 26th 2021

In this Privacy Policy the terms "we", "our" and "us" refers to the Cleaner Cooking Coalition.

We value the privacy of your personal information and acknowledge the importance of keeping personal details of individuals confidential and secure. This Privacy Policy outlines what information we collect, why we collect it and how you can update, retrieve and request removal of your information.

By visiting our website and providing us with your personal information, you agree to your personal information available to us being collected, held, used and disclosed as set out in this Privacy Policy.

Please note that the practices described in this Privacy Policy apply only to information gathered online on our website. This Privacy Policy does not apply to your use of any third-party websites. You should check the privacy policies of any third-party websites for information on how your personal information will be handled.

If you are an individual who is based in or a resident of a country which is a member of the European Union or you are based in or a resident of the United Kingdom, then the information in the Addendum to this Privacy Policy applies to you where we are collecting or processing your personal information.

If you are not an individual who is based in or a resident of a country which is a member of the European Union or you are not based in or a resident of the United Kingdom, the information in the Addendum does not apply to you or your personal information.

What personal information do we collect & hold?

Generally, you are free to visit the Cleaner Cooking Coalition website without submitting data that identifies you personally.

However, we do ask you to provide some personal data for certain interactions within our website. This data varies depending on the interaction but may include name, address, email address and other similar information ("Personal Information").

We do not request sensitive information.

Why do we collect, hold and use your personal information?

We collect, hold and use your personal information for the purposes for which it was provided to us, related purposes and as permitted by law. Such purposes include so that we can:

- Responding to your enquiries;
- Communicating with you about changes to our policies;
- Sending you newsletters, mailings, and information about our initiatives, activities and events by e-mail or another medium;
- Event or program registration;
- Optimizing or improving our programs, services and operations;
- Research and development;
- Detecting, investigating, and preventing activities that may violate our policies or be illegal;

- Performing statistical, demographic and marketing analyses of users of the website and their usage patterns; and
- Managing our organization.

How do we collect personal information

We will collect your personal information directly from you when you interact with us including via our website or email. This information may include how you access, use and interact with our website collected via cookies and other similar technologies.

By choosing to participate in any of the following activities, you consent to our collection and use of your Personal Information.

- When you sign up to receive email newsletters from us;
- When you communicate with us through the website;
- When you request information or assistance;
- When you participate with social media and peer to peer accounts involving the Cleaner Cooking Coalition;
- When you register for and participate in our activities, initiatives and events;
- When you provide user-generated content on any part of the website that permits it; and
- In conjunction with any other place on the website where you knowingly volunteer personal information.

Cookies

We may collect personal information about you via cookies and other similar technologies. This information includes how you access, use and interact with our website.

A cookie is a small text file containing small amounts of information which is downloaded to/stored on your computer (or other internet enabled devices, such as a smartphone or tablet) when you visit a website. Cookies may collect personal information about you. Cookies help us remember information about your visit to our website, like your username, country, language and other settings. Cookies allow us to understand who has seen which webpages, to determine how frequently particular pages are visited and to determine the most popular areas of our website. They can also help us to operate our website more efficiently and make your next visit easier.

For more information about how our cookies work and information about how to manage your cookie settings please contact us via hello@cleanercooking.org

Social media platforms

When you interact with any Cleaner Cooking Coalition page or account on a social media platform, such as Facebook, Twitter, LinkedIn, Instagram or YouTube, we may also collect the personal information that you make publicly available to us on that page or through that account, including your account ID or “handle.”

Please be advised that each social media platform may collect specific data not listed here, and the Cleaner Cooking Coalition has no control over how third-party platforms collect or use your personal information. Please refer to that platform’s privacy policy for additional guidance.

Who do we disclose your personal information to, and why?

We will not share your personal information with a third party unless we are required by law to do so.

How do we store and hold personal information?

We hold information electronically and may also hold information physically. We implement and maintain processes and security measures to protect personal information which we hold from misuse, interference or loss, and from unauthorised access, modification or disclosure.

If you have any concerns about the security and confidentiality of your Personal Information, please contact us via hello@cleanercooking.org

Access to and correction of your personal information

You can request access or correction of the personal information that we hold about you by contacting us.

We will respond to your requests to access or correct personal information in a reasonable time and will take all reasonable steps to ensure that the personal information we hold about you remains accurate, up to date and complete.

Complaints

If you have a complaint about our handling of your personal information, please contact us on the details set out below with details of your complaint. We will consider your complaint and determine whether it requires further investigation. We will notify you of the outcome of this investigation and any subsequent internal investigation. We may contact you if further information is required in relation to your complaint.

If you remain unhappy with the way in which we have handled a privacy issue, you may approach an independent advisor or contact the relevant Privacy Commissioner in your jurisdiction for guidance on alternative courses of action which may be available.

Changes to this policy

We may change this Privacy Policy from time to time.

Any changes to this Privacy Policy will be published on our website. Therefore, please periodically check our website for changes. By continuing to use our website, and/or providing us with your personal information, you agree to your personal information being collected, held, used and disclosed as set out in the current version of our Privacy Policy and for us to continue to hold and otherwise deal with your personal information in accordance with that version.

If you do not agree with any changes to the Privacy Policy, we may not be able to continue providing services to you.

You may obtain a copy of our current policy from our website or by contacting us at the contact details below.

Contact details

If you have any questions, comments, complaints or concerns, please contact us at: hello@cleanercooking.org

Addendum: Compliance with the EU GDPR data regulations

If you are an individual who is based in or a resident of a country which is a member of the European Union or you are based in or a resident of the United Kingdom, then the following additional information in this Addendum applies to you where we are collecting or processing your personal information.

Legitimate basis for collection

We will only collect, use and share your personal information where we are satisfied that we have an appropriate legal basis to do this. For example, an appropriate legal basis will typically be available in the following circumstances:

- we need to use your personal information for our legitimate interest as an organisation. In all such cases, we will look after your information at all times in a way that is proportionate and respects your privacy rights. You also have a right to object to our data processing;
- we need to use your personal information to comply with our contractual obligations or as part of taking steps to enter into a contract with you; or
- we need to use your personal information to comply with a legal or regulatory obligation.

If you would like to find out more about the legal basis for which we process personal information, please contact us.

Retention period

We will store your personal information for as long as is reasonably necessary for the purposes for which it was collected. Where your information is no longer needed, we will ensure that it is disposed of in a secure manner.

In some limited circumstances we may retain your personal information for longer periods of time, for instance where we are required to do so in accordance with legal, regulatory, tax or accounting requirements.

Security

We implement and maintain processes and security measures to protect personal information which we hold from misuse, interference or loss, and from unauthorised access, modification or disclosure.

Legal rights in respect of personal information

If you are an individual based in or a resident of a member of the European Union or you are based in or a resident of the United Kingdom, there are additional rights available to you. Please see below your detailed rights including rights of access to and erasure, rectification and portability of your personal information.

Right	What this means
Access	You can ask us to: <ul style="list-style-type: none">• confirm whether we are processing your personal information;• give you a copy of that data; and• to the extent that information has not already been provided to you in this Privacy Policy, provide you with other

	<p>information about your personal information such as what data we have, what we use it for, who we disclose it to, whether we transfer it abroad and how we protect it, how long we keep it for, what rights you have, how you can make a complaint, and where we got your data from.</p>
Rectification	<p>You can ask us to rectify inaccurate personal information. We may seek to verify the accuracy of the data before rectifying it.</p>
Erasure	<p>You can ask us to erase your personal information, but only where:</p> <ul style="list-style-type: none"> • it is no longer needed for the purposes for which it was collected; • you have withdrawn your consent (where the data processing was based on consent); • following a successful right to object (see 'Objection' below); • it has been processed unlawfully; or • to comply with a legal obligation to which we are subject. <p>We are not required to comply with your request to erase your personal information if the processing of your personal information is necessary:</p> <ul style="list-style-type: none"> • for compliance with a legal obligation; or • for the establishment, exercise or defence of legal claims.
Restriction	<p>You can ask us to restrict (i.e. keep but not use) your personal information, but only where:</p> <ul style="list-style-type: none"> • its accuracy is contested (see Rectification), to allow us to verify its accuracy; • the processing is unlawful, but you do not want it erased; • it is no longer needed for the purposes for which it was collected, but we still need it to establish, exercise or defend legal claims; or • you have exercised the right to object, and verification of overriding grounds is pending. <p>We can continue to use your personal information following a request for restriction, where:</p> <ul style="list-style-type: none"> • we have your consent; • to establish, exercise or defend legal claims; or • to protect the rights of another natural or legal person.
Portability	<p>You can ask us to provide your personal information to you in a structured, commonly used, machine-readable format but only where:</p> <ul style="list-style-type: none"> • the processing is based on your consent or on the performance of a contract with you; and • the processing is carried out by automated means.
Objection	<p>You can object to any processing of your personal information which has our 'legitimate interests' as its legal basis, if you</p>

	<p>believe your fundamental rights and freedoms outweigh our legitimate interests.</p> <p>Once you have objected, we have an opportunity to demonstrate that we have compelling legitimate interests which override your rights and freedoms.</p>
International transfers	<p>You can ask to obtain a copy of, or reference to, the safeguards under which your personal information is transferred outside of the European Economic Area.</p> <p>We may redact data transfer agreements or related documents (i.e. obscure certain information contained within these documents) for reasons of commercial sensitivity.</p>
Supervisory Authority	<p>You have a right to lodge a complaint with your local supervisory authority about our processing of your personal information.</p> <p>We ask that you please attempt to resolve any issues with us first, although you have a right to contact your supervisory authority at any time.</p>

If you wish to exercise any of the above rights, we may ask you for additional information to confirm your identity and for security purposes, in particular before we disclose any personal information to you. Also, we may not always be able to fully address your request, for example if it would impact the duty of confidentiality we owe to others, or if we are legally entitled to deal with the request in a different way.