



## Privacy Policy

This Privacy Policy applies not only to the website <https://www.globalncap.org> (the "Site") which is run by Towards Zero foundation trading as Global NCAP ("Global NCAP", "we" or "us"), but also applies to the wider collection and processing of your personal information which Global NCAP may carry out where you contact Global NCAP through other means.

Towards Zero foundation is a company registered in England and Wales with company UK company limited by guarantee (No: 07513900) and a registered charity (number: 1141798) of 118 Pall Mall, London SW1Y 5EA and any other communications you make with Global NCAP.

This Privacy Policy ("Policy") explains how Global NCAP collects, uses and discloses personal information about you when you visit the Site and when you contact Global NCAP, whether by e-mail, post, telephone or using the contact options on the Site.

Depending upon your relationship with Global NCAP, we may separately provide you with further details about our use of your personal information as may be appropriate in the circumstances.

### **What type of information does Global NCAP collect and why?**

When you visit our Site, we may automatically collect standard internet and website log information and details of patterns about how website visitors behave. The information we may collect includes information about your Internet service provider, your operating system, browser type, domain name, the Internet protocol (IP) address of your computer (or other electronic Internet-enabled device), your access times, the website that referred you to us, the Web pages you request and the date and time of those requests. This may allow us to find out which parts of the Site are popular or need changing.

The Site allows you to interact with Global NCAP in many ways, such as using the contact us form or telephoning us. If you do choose contact us in anyway to provide us with your personal information, we will collect that information for our own use and for the purposes described in this Policy.

### **What type of personal information does Global NCAP collect?**

Where you choose to provide personal details to us, we may collect the following personal information from you:

- your full name;
- your work address and contact details;
- your e-mail address;
- details of the sector in which you currently work;
- information you voluntarily submit to us by contacting us (including through the Site, over telephone or through e-mail) from time to time;
- information necessary for legal compliance; and/or
- any other information you choose to share with us.



Additionally, to the extent it is considered personal information, Global NCAP may also collect the following information:

- your Internet service provider,
- your operating system,
- your browser type,
- your the Internet protocol (IP) address of your computer (or other electronic Internet-enabled device), and
- your access times on our Site.

This information will be collected primarily from you as information voluntarily provided to us, but we may also collect it where lawful to do so from (and combine it with information from) public sources, third party service providers, individuals who you have indicated have agreed for you to provide their personal information, government, tax or law enforcement agencies and other third parties. We may also collect personal information about you from your use of other organisations within this sector where necessary to do so.

#### **How does Global NCAP use information about you?**

Global NCAP may use information about you for purposes described in this Policy or as otherwise disclosed to you on our Site, or in any other privacy notice which may be issued to you. For example, we may use information about you for the following purposes:

- to respond and/or deal with your request or enquiry;
  - to administer the Site;
  - for internal record keeping;
  - provide you with updates about the sector and reports/articles we may publish from time to time;
  - to contact you by e-mail or phone for any of the above reasons;
  - to provide you with information at your request;
  - where necessary as part of any restructuring of Global NCAP or sale of Global NCAP's business or assets;
- and
- for compliance with legal, regulatory and other good governance obligations.

This list is not intended to be exhaustive and may be updated from time to time as business needs and legal requirements dictate. Some of the personal information that Global NCAP maintains will be kept in paper files, while other personal information will be included in computerised files and electronic databases as set out in more detail below.

In most cases, the information Global NCAP processes about you is required to deal with your enquiry or registration, or required by law, or is necessary for the exercise of Global NCAP's legitimate business interests and needs.

Global NCAP may also convert personal information into anonymous data and use it (normally on an aggregated statistical basis) for research and analysis to monitor and improve Site performance.



### **Does Global NCAP share personal information with third parties?**

Your personal information will only be made available for the purposes mentioned above (or as otherwise notified to you from time to time) to staff who properly need to know these details for their functions within Global NCAP.

Your personal information may also be made available to third parties (within or outside Global NCAP) providing relevant services under contract to Global NCAP, auditors and compliance managers and IT hosting and IT maintenance providers.

These companies may use information about you to perform their functions on our behalf.

We may disclose specific information upon lawful request by government authorities, law enforcement and regulatory authorities where required or permitted by law and for tax or other purposes. Personal information may also be released to external parties in response to legal process, and when required to comply with laws, or to enforce our agreements, corporate policies, and terms of use, or to protect the rights, property or safety of Global NCAP, our employees, agents, Site users and others, as well as to parties to whom you authorise Global NCAP to release your personal information such as other Non-Governmental

Organisations or other similar organisations who assist or work with Global NCAP in this space.

The Site includes links to third party websites and some of your personal information from your browsing session may be transferred to such third party websites.

### **Will your personal information be transferred abroad?**

Individuals within the European Economic Area ("EEA") should be aware that such recipients of their personal information (as set out in this Policy), may not be located within the EEA but instead located in countries which do not have equivalent protection for personal information to that within the EEA. Steps will be taken to protect your personal information in that instance consistent with applicable law.

### **What safeguards are in place to protect your personal information?**

While we take efforts to safeguard your personal information which are consistent with relevant laws, the nature of the internet is such that we cannot guarantee absolutely the security of any personal information you disclose online.

### **What rights do you have to review and amend personal information?**

You have the right to review your personal information held by Global NCAP and have certain inaccurate information about you corrected. Under UK law, a request for access to your personal data needs to be in writing and accompanied by the statutory fee (£10).



If you wish to do so, or to contact Global NCAP in respect of its data processing activities, please contact us on [info@globalncap.org](mailto:info@globalncap.org).

### **Keeping you informed**

We will keep your details on record for so long as you have a registered account with Global NCAP. If you would like to close or delete your registered account, please do get in touch using the contact details above.

Global NCAP may keep your details on record for as long as is necessary for the purposes set out above and will then endeavour to delete, or put beyond use, your details in accordance with data protection and other applicable legislation.

### **Changes to this Policy**

We keep this Policy under regular review. We may change this Policy from time to time by updating this page in order to reflect changes in the law and/or our privacy practices. The date at the top of this Policy will be updated accordingly.

We encourage you to check the date of this Policy when you visit the Site for any updates or changes. We will notify you of any modified versions of this Policy that might materially affect the way we use or disclose your personal information.

By using our Site, submitting your personal information to us, you consent to the use of your personal information as described in this Policy (as amended from time to time).

This Policy only extends to your use of the Site and your direct contact with Global NCAP through the contact methods as set out on the Site. It does not; extend to your use of, provision of data to and/or collection of data on any other website, including any third party website, which you may link to by using the hypertext links contained within our Site.

### **Contact/address details**

If you have any questions about this Policy, please contact us at:

118 Pall Mall

London

SW1Y 5EA

[info@globalncap.org](mailto:info@globalncap.org)