

Privacy Policy

This "privacy policy" (as well as our General Terms and Conditions and all other documents to which reference is made) governs the processing of your personal data by the data controller: International Forum of National NGO Platforms (IFP - FIP, Forus International), with head office at 14 Passage Dubai, 75010 Paris and registered in the Système d'identification des entreprises (business identification system) under number 820 976 835 (hereinafter referred to as: "Forus").

The privacy of visitors to our website is very important to us and we are committed to keeping the website safe. This policy explains what we do with your personal information. This policy regarding privacy and the use of cookies may be changed or updated from time to time. We recommend that you check it again regularly. The privacy policy of this website was last updated on XXXXXXXXX.

Article 1: How we collect your personal data

We may collect and process the following data about you:

1.1. Whenever you visit this site:

- Information about your computer, including your IP address, your location, the type and version of browser you use and your operating system;
- Information about your visits to and use of this website, including the purpose of your visit, the duration of the visit, the pages viewed and the website navigation paths (including through cookies).

1.2 the information that you provide when filling out forms on our site www.forus-international.org.

- This includes information you provide when you register to: use our site, subscribe to our e-mail services and newsletters, sign up for a course or event or request additional services or when you respond to our surveys. The information you provide to us may include your name, the name of your organisation, your address, your e-mail address, your function, your passport number, your telephone number, your dietary choices, your social media accounts, photos and financial and credit card information.

Article 2. Cookies

• 2.1 Cookies

"Cookies" are small text files that allow us to recognise your computer, tablet or mobile device in order to customise the services we offer.

Forus, as publisher of this web site, may therefore proceed by implanting a cookie on the hard drive of your terminal (computer, tablet, mobile device, etc.) in order to ensure a smooth and optimal navigation on our website.

- **2.2 Cookies exempt from consent (functional cookies)**

- In accordance with the recommendations of the French National Commission for Information Technology and Liberties (CNIL), some cookies are exempt from requesting your consent in advance if they are absolutely necessary for the

operation of the website or if their sole purpose is to enable or facilitate electronic communication. These include session ID, verification, load balancing session cookies, as well as cookies for customising your interface. These cookies are completely subject to this policy so long as they are issued and maintained by Forus.

- The information collected through these cookies does not in any way identify you by name. It is used exclusively for our own needs in order to improve the interactivity and performance of our website and to send you content adapted to your areas of interest. None of this information will be communicated to third parties except when Forus has obtained your consent in advance or when the disclosure of this information is required by law, by order of a court or any administrative authority or judicial authority as notified.

- **2.3 Cookies that require obtaining your consent in advance (non-functional cookies)**

This requirement applies to third-party cookies that are termed "persistent" as long as they remain in your device until they are deleted or expire.

Because such cookies are issued by third parties, their use and deposit are subject to their own privacy policies, a link to which you will find below. This cookie family includes cookies for audience measurement (including Google Analytics), advertising cookies (which Forus does not use) as well as social network sharing cookies (including Facebook, YouTube, Twitter, and LinkedIn; for which Forus has no use).

For the cookies installed by third parties, we refer you to the statement that Google Analytics makes about them on its website:

Google Analytics: <https://www.google.com/analytics/terms/us.html>

Note: We have no influence on the content of these statements or on the content of third-party cookies.

- **2.4 Refusing cookies**

You can refuse to accept any cookie stored on your device by activating your browser setting. However, if you select this setting, you may not be able to access certain parts of our site. Unless you have adjusted your browser settings to refuse cookies, our system will issue cookies whenever you sign onto our site.

Article 3. How we use your information

3.1 We use the information kept about you in different ways:

- To ensure that the content of our site is presented in the most efficient and understandable way for you according to the material used.
- To provide you with information that you request from us or that we think you may be interested in and which you have consented to be contacted about for these purposes.
- To notify you of changes in our activity.

3.1.2 Newsletters and e-mails

- Personal data will also be used for sending newsletters and e-mails with content related to our activities and those of our members. The personal data you provide will require an additional explicit consent that we will request from you.
- If you are already included in our mailing list to receive documents in electronic format, Forus may use your data to send information about Forus and its activities.
- This consent may be withdrawn at any time - for free and without any obligation of justification - by sending your request to contact@forus-international.org.

3.2. No transfer to third parties

- Forus will never pass your personal data to third parties, with the exception of technical service providers that manage technical assistance, insofar as they are obliged to do so due to a legal provision or by court order.
- Forus will reasonably endeavour to inform you in advance of the fact that it will disclose your data to named third parties, but you also acknowledge that it may not be feasible in technical terms depending on the type of circumstance.
- Forus will not sell, rent or share your personal data, neither will it make your personal data commercially available to third parties, except in the case described above or with your prior consent.

Article 4. Security of your personal data

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

4.2 We will store all personal information you provide on our (password and firewall protected) secure servers. However, the data that we collect from you may be transferred to and stored in a location outside the European Economic Area (EEA). It may also be



processed by personnel outside the EEA working for us or for one of our suppliers. By submitting your personal data, you agree to this transfer, storing or processing.

4.3 Unfortunately, the transmission of information via internet is not completely secure. Although we do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site. Any transmission is carried out at your own risk. Once we have received your information, we will use strict procedures and security features to try and prevent unauthorised access.

Article 5. Processing duration

5.1 Personal data is stored and processed by us for a period of time deemed necessary for the purposes described in Article 2.1 and for the period of the relationship between Forus and you.

Article 6. Your rights

6.1. You have the right to request us not to use your personal data for newsletters or emails.

- We will always inform you (before collecting your data) if we intend to use such data for these purposes. You may ask us to stop contacting you by writing to us at contact@forus-international.org.

6.2. Right to amend your data

- The law gives you the right to ask us to correct, update, lock or even delete data that concerns you and that can turn out to be inexact, erroneous, incomplete or even obsolete.

6.3. Right of access and communication of data

- You may request us to provide you with all the personal data that we keep about you; the delivery of such information will be made according to the following conditions:
By sending appropriate proof of your identity

7. Third party sites

7.1. Our website contains hyperlinks for third-party websites and details concerning these. We have no control over the policies and practices governing third-party confidentiality and we are not liable for these.

8. Contact

If you have any questions or requests, kindly contact us at contact@forus-international.org.