



# Privacy Policy

This privacy policy describes the collection, use and processing of personal data by World Bioenergy Association (WBA) acting as the data controller of this information as defined by General Data Protection Regulation of the European Union (EU GDPR).

## World Bioenergy Association

World Bioenergy Association works to promote the sustainable development of bioenergy on a global level. We are a member network representing companies, research institutions, associations and individuals interested in the bioenergy sector. WBA is established as a not for profit organization and a non-governmental organization (NGO) under Swedish law. The Secretariat handles the daily operations of the organization and is located at the address below:

World Bioenergy Association

Kammakargatan 22, 111 40

Stockholm, Sweden

+46 8 441 70 84

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

## Data Protection

WBA is committed to the highest data privacy standards and to protecting the personal data we collect and process.

The information you provide is used exclusively by WBA for the purposes of executing our mission and activities. No information supplied to us is sold/passed onto any third parties outside WBA. We may share information with affiliates for networking and membership purposes. WBA does not specifically collect personal user information except the information which is willingly supplied by the user.

To ensure our commitment to data privacy, WBA has developed this data privacy policy. Please read this privacy policy carefully to understand the personal data we collect, use and share including your rights as a user.

If you have any queries regarding the handling of your personal data by WBA, please contact [dataprivacy@worldbioenergy.org](mailto:dataprivacy@worldbioenergy.org) and we will ensure a prompt response. To know more about your data protection and privacy rights, please visit the Swedish Supervisory Authority: Commission for Protection of Privacy (<https://www.datainspektionen.se/in-english/>).

## Data we collect

WBA is a member organization. We primary collect data in the following ways:

- Member Application Forms Sent by the Data Subject
- Website Feedback Forms in relation to events, publications etc.
- Payment Systems (e.g. DIBS) while registering for events or membership



- Exchange of contact cards at events with WBA representatives

The personal data we collect depends on the input manually made by the user:

- Contact Information: First Name, Last Name, Email Address, Postal Address, Telephone Number, City, Country, Title (or Gender)
- Professional Information such as: Affiliation, Position in Organization
- Account Information: Username and Password for WBA Member Section
- Payment Information: Payment Date, Type of Card Used, Purpose of Transaction, Amount Paid
- Social Network Information: Social Media Accounts/Handles
- Communication Preferences: Subscription to Emails

The WBA website also automatically collects information about your use of the website mainly through Google Analytics. Such data is collected through our servers and the use of cookies and other technologies – See the section on cookies. This information includes

- Data such as computer/device information, location, IP address, browser type and other technical identifiers.
- Usage data such as clicks including data and time stamp, search times used, and pages visited etc.

Sensitive personal data reveals your race, political affiliation, ethnic origin, religious or philosophical beliefs, trade union memberships, genetic data, biometric data, data concerning your health and sexual orientation. WBA does not intentionally collect any sensitive personal data from you to store in our systems. Our intention is not to process such data unless you explicitly provide such sensitive information to us (e.g. dietary requirements for attending our events).

## Purpose of Data Collection

WBA is committed to our mission to promote sustainable bioenergy development and to offer our members and networks the most updated and reliable information on bioenergy. The personal data we gather is used primarily for the purpose of:

- Facilitating your access to member exclusive content on our website (e.g. newsletters)
- Contacting you to provide information on press releases, articles, event invitations, new publications etc.
- Fulfilling your specific requests for information on bioenergy
- Conduct and administer surveys/feedback on WBA products and services and analyze responses for developing WBA services
- Organize events and workshops relevant to bioenergy
- Provide relevant and updated information about the organization (e.g. New WBA Board, Meeting minutes)

## Rights as Data Subjects

You as a data subject have complete control on what data you provide and how it is processed by WBA. Your prior informed and explicit consent for use and processing of your personal data is required before registering for WBA communication activities. Your consent will also be



required for the use of profile photos/group photos/videos that may enable recognition of individuals. As a user, you can access your personal information as:

- WBA Member: Once you or your company registers as a member, your information is automatically gathered via our online application forms or manually entered through the member application forms. This information is used to create a member account for you on the WBA website. You can sign in with your credentials at <http://worldbioenergy.org/log-in>. If you have forgotten your password, please write to us at [info@worldbioenergy.org](mailto:info@worldbioenergy.org)
- Subscriber: As a subscriber to our mailings, your information is stored in our online marketing platform: MailChimp. You have access to the subscription via links provided at the bottom of each mailing.

### Data Storage

Your personal information is stored in our online CRM system in our website once you give prior consent. Your data is also stored in our online marketing tool (e.g. MailChimp) for the purpose of mailing. Your data will be stored as long as you are the designated point of contact of a particular organization, or a member of WBA or a subscriber to our mailings. Your information will be stored for the time that is strictly necessary to achieve the purpose(s) for which they are collected.

Should you wish to withdraw prior consent, consult, complete, rectify or remove any or all information that we have about your or your organization, you can do so by:

- Logging into the member section and modifying/deleting the data
- Accessing your subscription preferences in our online marketing platform (MailChimp)

You are also requested to send an email to [dataprivacy@worldbioenergy.org](mailto:dataprivacy@worldbioenergy.org) with specific requests to modify/add/delete any information. We will ensure a prompt response to any such requests.

### Data Sharing

As a not for profit organization, WBA does not share or sell any personal data to third parties for commercial purposes.

We may share your data so as to complete a transaction or provide a service you requested/authorized (e.g. organizers of a study trip).

We may share your data with publishers of our magazines/publications for the purpose of receiving said service.

We may need to disclose your personal data if required by law or to comply with a court order served upon us in connection to our website, social media, implementation of EU GDPR or to protect and defend the legal rights and interests of WBA and members.

We may also disclose your information if WBA is acquired, transferred or merged with another organization.

We may share your data with other WBA members for the same legitimate interest and purpose WBA uses them.



We may disclose non-personally identifiable information such as anonymous reviews, usage data reports and aggregate information, for any purpose, except where we are restricted by law.

#### Cross Border Transfer of Information

Your personal data may be processed outside the European Union – e.g. receiving WBA magazines by external WBA publishers, managing international projects/working groups etc. Also, WBA uses third party services for hosting WBA website, online mailing platforms, web developers etc., who may have access to some of the personal data and may store such data in servers outside EU. Such information is stored only for the purpose of providing the said service. WBA uses reputed services who have strict data protection standards. In case of data breach, WBA will take necessary steps along with the third party to inform the concerned users promptly.

#### Request a copy

You, as a data subject, can request for a copy of your personal information stored by WBA. A reasonable administrative will be charged by WBA for complying with your request.

#### Risk Assessment

The processing of your personal data was self-assessed as presenting limited risks for your fundamental rights considering that only professional information is used, and adequate measures are in place to prevent data breaches.

#### Data Security

WBA takes all necessary precautions to safeguard your personal information against loss, theft and misuse and unauthorized access, disclosure, alternation and destruction through the use of appropriate administrative, physical and technical measures.

## Website, Social Media and Cookies

#### Cookies

Our website or social media channels may use tracking techniques such as cookies for collecting technical information about your use for the purpose of improving and tailoring their content and making it more user-friendly. Cookies are stored on your computer and enable us to track your computer's use of the website and, for registered users, to manage their access to specific content.

We also use performance cookies to provide anonymous statistics on how our website is used (e.g. Web usage by Google Analytics).

It is possible for you to disable or delete cookies within your specific browser options, although this may impair your use of the website or will require you to resubmit your credentials to access member's or subscriber's content.

We do not use cookies for:

- Collect any personable information (without your express consent)
- Collect and sensitive information (without your express consent)
- Pass information to any third parties



### Third Party Websites, Social Media and Mailing

On our website, we include functionality provided by third parties: e.g. Facebook Like and/or Share in WBA news. Our website content also may have links to third party websites and social media platforms. These links are provided for your convenience only. WBA also has social media accounts on the following platforms (Facebook, Twitter, LinkedIn, YouTube). We currently use MailChimp – a online marketing platform for small businesses – to send information to our mailing lists. WBA does not endorse, approve or take any responsibility for the websites or social media channels which we provide links to. We also do not endorse, approve or take any responsibility for their availability, performance, content or for the use of such websites or social media channels or any information contained therein. When interacting with our social media channels and online marketing platforms, your consent and personal data use are covered by the terms and conditions and privacy policies of each of these platforms.

### Policy Update

**WBA may change this privacy policy from time to time. Any changes will be posted on this webpage with an updated revised date.**

Last Updated: 21 May 2018