

## **ENGLISH**

### **PRIVACY NOTICE FOR MEMBERS**

**(including for participation in the General Assembly event)**

Forest Stewardship Council, A.C. ("**FSC**"), located at Margarita Maza de Juarez 436, Colonia Centro, Oaxaca de Juarez, Oaxaca, Mexico, zip code 68000, Mexico, in compliance with the Federal Law on the Protection of Personal Data Held by Private Parties (the "**Law**"), its Regulations, the Guidelines of the Privacy Notice, and the FSC's internal policies and procedures, makes this Privacy Notice (the "**Privacy Notice**") available to you.

This Privacy Notice applies to the personal data we collect from FSC members (associates) based on their membership. It also details how we process your personal information for key events, such as the General Assembly of members.

Your personal data is very important to us. We will process it based on the principles of legality, consent, information, quality, purpose, loyalty, proportionality, and responsibility under the Law, per the duties of care and confidentiality, and exclusively for the purposes described in this document.

#### **Questions or clarifications**

If you have questions or require any clarifications about this Privacy Notice, you can contact us at the following email [privacy@fsc.org](mailto:privacy@fsc.org). If your question is related to the General Assembly event, please contact us in the email [ga2025@fsc.org](mailto:ga2025@fsc.org).

#### **What personal data do we collect?**

In order to comply with the purposes outlined in this Privacy Notice, we will process the following personal data of which you are holder:

- Identification and contact data, such as: full name, email address, cell phone number, home address, home phone number, federal taxpayer registration number, or tax identification number to issue invoices for the payment of fees as a FSC associate, username on social networks, and nationality.
- Financial data, such as: bank account(s), for example, in the event that you are subject to receive financial support from the FSC in order to attend a General Assembly (GA) and the need arises to make a transfer of resources.
- Employment data, such as: category, level, position in the workplace, previous employment, reference contacts in jobs, work history, work experience, and training.
- Photographic image and voice data.
- Data regarding your standpoint and opinions expressed in in-person or online meetings or webinars.
- Sensitive data, such as health condition, in case of a medical emergency during an FSC event.

Please note that, for the purposes set out in this Privacy Notice and as part of any travel arrangements and participation in in-person events of the FSC where medical assistance may be required or due to a medical emergency in said events, the FSC will need to use sensitive personal information pertaining to your health condition in order to deal with the emergency.

Additionally, for General Assembly (GA) events and other FSC events (e.g. regional members meetings), we collect and process various types of personal data to ensure a seamless event experience. This includes:

- Your name, contact details, job title, and organization.
- Sensitive data for event logistics: Dietary restrictions and accessibility needs to provide necessary

accommodation.

- Travel data for subsidized members: Passport details, vaccination records (for compliance with travel regulations), and travel arrangements for hotel reservations and ticket purchases.
- Interaction data: Engagement in Q&A sessions, chat discussions, and polling activities during events to enhance participation.

### **Third parties' personal data**

If you provide the FSC with third-party's personal data (for example, personal and/or professional references) to fulfill the purposes outlined in this Privacy Notice, you must advise said third parties that their personal data will be processed by the FSC and of the content of this Privacy Notice. By virtue of your provision of said information, you also state that you have the data subjects' consent to transfer their information to the FSC and that the personal data is correct and complete.

### **Purposes of processing personal data**

The FSC requires processing your personal data for the following purposes:

- To receive and evaluate FSC membership applications.
- To review documents and references submitted by FSC membership applicants.
- To manage the FSC' active members' registry.
- To manage the registration of and exit of FSC members.
- To register and manage the FSC's Members Portal.
- To manage the FSC's membership fees.
- To manage, control, and administer the files corresponding to FSC members.
- To publish the contact details of the members of the FSC.
- To manage and control all communications between the FSC and its members.
- To send invitations to events.
- To manage the registration process for events.
- Where appropriate, to record images, photographs, and audio of participants in events organized by the FSC, as well as the dissemination and promotion of such events.
- To prepare minutes or reports related to FSC events.
- To address questions, complaints, clarifications and/or suggestions.
- For statistics and historical record purposes of the members of the FSC.
- To provide care and assistance in case of any medical emergency that takes place in FSC in-person events.
- For General Assembly (GA) events and other FSC events (e.g. regional members meetings), personal data is processed to manage registration, event logistics, and accommodations. It is also used for communication, travel arrangements, and session participation. Interaction data from Q&As, chats, and polls is collected to enhance engagement.

In addition, we inform you that the FSC does not use your personal data for advertising, marketing and/or commercial prospecting purposes.

#### **How long do we keep your personal data?**

The FSC retains personal data for the necessary duration to fulfill the purposes outlined in this Privacy Notice, in accordance with applicable regulations and internal policies:

- General personal data (identification, contact, financial, and employment data): Retained for five (5) years following the last interaction with FSC, unless a longer retention period is required by law.
- Photographic image and voice data: Retained for five (5) years unless consent is withdrawn or earlier deletion is requested, provided that no legal or archival obligations require longer retention.
- Standpoint and opinion data from meetings/webinars: Retained for five (5) years for record-keeping.
- Sensitive data (health, dietary, and accessibility needs): Retained only for the duration of the event and securely deleted immediately after, unless retention is required to comply with legal or health-related obligations.
- Travel data for subsidized members (passport details, vaccination records, travel arrangements): Retained for one (1) year post-event for compliance and auditing purposes, after which it is securely deleted.
- Interaction data (Q&A, chat discussions, polling activities): Retained for five (5) years to improve engagement insights and event experiences.
- General Assembly (GA) event and other events recordings: Retained internally for minute-taking purposes only and not shared externally unless required by law.

Once the retention period expires, the FSC securely deletes or anonymizes the data to prevent unauthorized access or misuse, ensuring compliance with privacy regulations.

#### **Who can we share your personal data with?**

The FSC may share your personal data, whether within or outside Mexico, with the third parties and for the purposes identified below:

- FSC's controlling entities, subsidiaries and/or affiliates operating under the same internal processes and policies, for the purposes of managing, administrating and centralized protection of information, as well as statistical purposes.
- Federal, state, and/or municipal administrations and public authorities; commissions; institutes; regulatory bodies; judicial or administrative authorities; and national and/or foreign governmental entities, for the fulfillment of reporting obligations, to comply with obligations and for the recognition, exercise, or defense of the FSC's rights and interests.
- Medical professionals or institutions, for the prevention or medical diagnosis, provision of health care, medical treatment or management of health services.
- Service providers or other third parties with whom the FSC has a relationship, where the transfer is necessary under a contract or when the transfer is necessary for the maintenance or fulfillment of the FSC's relationship with you.
- For General Assembly (GA) events and other FSC events (e.g. regional members meetings), attendees will have access to the participant list, which can include details such as name, organization, contact information, chamber, sub-chamber, country, and sessions registered to but this will only occur if participants agree to be added to such a list.

- Photos/videos taken during events may be shared on the GA website and FSC's official social media channels.

Please contact us if you have any questions or concerns in this regard.

Also, we inform you the FSC will ensure that it obtains the corresponding guarantees from any third party with whom it shares your personal data, so that they are safeguarded in terms of the Law, its Regulations, the Guidelines of the Privacy Notice and the FSC's internal policies and, where appropriate, we will also provide them with this Privacy Notice so that its terms are complied with.

### **ARCO Rights**

We have implemented the legally required processes to comply with any request to exercise any ARCO Rights you communicate to us. Please note that ARCO Rights include:

- Access: the right to know what data we have belonging to you and to know how we use or share it.
- Rectification: the permanent right to request the rectification of your data if it is incorrect, inaccurate, or incomplete in our databases for any reason.
- Cancellation: the right to request that we delete your information from the moment it is blocked to its subsequent permanent erasure.
- Opposition: the right to indicate a legitimate cause for which we must stop using your personal data.

Your request must be sent in a signed format to the following email address: [privacy@fsc.org](mailto:privacy@fsc.org) or submitted to the following address: Margarita Maza de Juarez 436, Colonia Centro, Oaxaca de Juarez, Oaxaca, Mexico, zip code 68000.

The ARCO Rights request, whether physical or electronic, must include the following:

- Your full name and address or other means of communicating our response to your request.
- Copy of your official identification (and, where applicable, the official identification and power of attorney granted to the person exercising the right on your behalf).
- A clear and precise description of the personal data in respect of which you seek to exercise your ARCO Rights and the right or rights you wish to exercise. Your application must be signed at the end of the document and including your initials on each page
- Your address to hear and receive the response from the FSC, and when applicable, for any future communications and/or notifications, or the statement that our response and/or future notifications or responses can be sent by email, indicating the corresponding email address.
- If applicable, please provide any other information you consider important so that we can fulfill your request or locate your personal data.

The following procedure applies to any ARCO Rights application:

- We will respond to you within a maximum period of 20 (twenty) business days from the date we received your request.
- Upon receipt of the FSC's response, you will have 15 (fifteen) business days to issue your response. If you are not satisfied, you may contact the FSC immediately through the means we have previously indicated, and the FSC will be happy to address any concerns you may have. If you fail to respond to the FSC's response within the specified time, the FSC will understand bona fide that you agree with the response.

- Any such request shall be effective within 15 (fifteen) business days from the date we communicate our response to you.
- If, for any reason, your request is incomplete or contains errors that prevent us from responding, we will ask you to correct it within 10 (ten) business days after we inform you of the situation.
- If you do not respond within that time, we will consider the application unfiled, and you will need to start the process again.
- We will email you our response unless you state that you prefer to receive it by different means.

The cancellation right is not absolute. Please note that the FSC must retain certain information in order to comply with various legal obligations, and in order to do so, it may share your personal data with other governmental entities or agencies. In such cases, the cancellation right may need to be requested from the entity that received your personal data.

As the responsible party, the FSC may deny the exercise of your ARCO Rights in the cases permitted by the Law and its Regulations. In such case, it will inform you of the situation in response to your request. The refusal may be partial, wherein the FSC will comply with your access, rectification, cancellation, or opposition request regarding the appropriate information.

#### **Do you want to revoke your consent to process your personal data?**

In some instances, you may revoke the consent to process your personal data. However, this revocation is not retroactive, i.e., it cannot affect situations, formalities, or transfers made before the revocation of your consent, nor in cases where such revocation involves a breach of the legal provisions that establish the obligation to maintain the processing of your personal data for a certain period.

You can send your request to revoke your consent to the following email address [privacy@fsc.org](mailto:privacy@fsc.org), following the instructions for exercising your ARCO Rights.

#### **Limitations on the use and disclosure of your personal data**

When you provide your information, or subsequently, you can limit the use or disclosure of your personal data. You may request that the FSC restricts the use of your personal data. In addition, you can indicate whether or not you authorize the FSC to share your personal data with other FSC entities in search of similar profiles. To exercise this right, you must follow the procedure and instructions applicable to exercising your ARCO Rights.

The FSC has implemented means and procedures to ensure that some of your data is included in its opt-out lists to prevent its disclosure. If you request registration on these exclusion lists, we will provide you with the corresponding proof of registration.

#### **Confidentiality and Safety Measures**

The confidentiality and protection of your personal data are priorities for the FSC, so we have established and maintained administrative, technical, and physical safety measures to prevent their damage, loss, alteration, destruction, use, improper access, or disclosure.

#### **Cookies**

In order to improve your experience on our website, it may use "cookies." "Cookies" are text files automatically downloaded and stored on your device to enable our systems to recognize your device and other features, including username and password. We inform you that information on our use of cookies can be consulted in our cookies policy, published on the website <https://fsc.org/en>, in the section Privacy Notices.

#### **Changes to our Privacy Notice**

We reserve the right to modify, update, extend, and/or otherwise change the content and scope of this Privacy Notice at any time and in FSC's sole consideration. In such cases, we will post such changes on the website <https://fsc.org/en> in the section Privacy Notices. The Privacy Notice that regulates the processing of your personal data will be the one that appears published on the website <https://fsc.org/en> in the section: Privacy Notices.

**Consent and exceptions to consent**

By providing us with your personal data and accepting this Privacy Notice, you acknowledge and accept it and grants us your implicit consent to process them. This consent gives us the right to process your personal data in the manner indicated in this Privacy Notice and with strict adherence to it, the corresponding Laws and Regulations, other applicable legislation, and the FSC's internal policies.

Additionally, please note that it is not necessary to obtain your consent in the cases provided by law, specifically when processing the data is necessary to fulfill situations related to your relationship as a member of FSC (contractual necessity), or if the processing is required by applicable legislation, or also, for example, in the event of a medical emergency where we need to process your data to deal with the emergency.

Last updated: March 2025