

RULES ON PROTECTION OF PERSONAL DATA

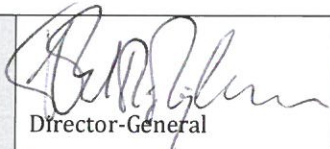
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| Approval: |  Director-General | Date Approved: | 17 January 2019 |
| Effective Date | Date of Approval | Responsible Office: | Legal and Technology Services Unit (TSU) |

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1. Background and Purpose

GGGI is committed to respecting the privacy of individuals and ensuring that any information collected, stored, used or otherwise processed by GGGI is done so in accordance with recognized international practices and standards. In order to adequately protect the personal data of all individuals, including GGGI personnel, governance officials, service providers, applicants, and individuals involved in GGGI's programmatic activities or outreach, while at the same time ensuring that GGGI can carry out its mandate and mission and efficiently execute required administrative actions, these Rules on Protection of Personal Data (the "Rules") set out the requirements to be followed by GGGI when handling personal data.

2. Definitions

The following definitions apply for the purpose of these Rules:

"Consent" means any freely given informed indication of an agreement by a Data Subject to the Processing of his or her Personal Data, which may be given by a written or oral statement or by a clear affirmative action;

"Data Controller" means the natural or legal person or body determining the purposes and the means of the Processing of Personal Data;

"Data Transfer" or "Transfer" means any act that makes Personal Data accessible, whether on paper, via electronic means or any other method, to a third party;

"Data Subject" means an identified natural person or a natural person who can be identified directly or indirectly by reference to recorded attributes specific to any aspects of that person's identity;

"Personal Data" shall mean any information relating to an identified or identifiable natural person. Such data may include i) biographical data such as name, sex, marital status, data and place of birth, individual identification number, occupation, religion, ethnicity, ii) employment related data such as salary and performance information, information on education, dependents and medical records, iii) biometric data such as photographs, fingerprint, facial or iris image, iv) location data or online identifiers, and v) information linked to the physical, physiological, genetic, mental, economic, cultural or social identity of the person;

"Process" means any operation which is performed involving Personal Data such as collection, recording, organization, structuring storage adaptation or alteration, use, disclosure, restriction, erasure or destruction; and

"Processor" means the natural or legal person which processes Personal Data on behalf of the Controller.

3. Principles relating to handling Personal Data

3.1 GGGI, as Data Controller and Processor, shall be guided by the following principles in relation to all action's relation to Personal Data:

Personal Data shall be

- a) Processed lawfully, fairly and in a transparent manner in relation to the Data Subject;
- b) Collected for specified, explicit and legitimate purposes and not further Processed in a manner that is incompatible with those purposes;
- c) Adequate, relevant and limited to what is necessary in relation to the purposes for which they are Processed;
- d) Accurate and where necessary, kept up to date;
- e) Kept in a form which permits identification of Data Subjects for no longer than necessary for the purposes for which the data are Processed; and
- f) Processed in a manner which ensures appropriate security of the Personal Data, including protection against unauthorized or unlawful Processing and against accidental loss, destruction or damage using appropriate technical or organizational measures.

4. Processing of Personal Data

4.1 Any Processing of Personal Data should be proportionate to the purpose for which it is being Processed. The Personal Data collected and Processed should be adequate and relevant for the identified purpose and should not exceed that purpose.

4.2 GGGI as Data Controller shall ensure that Personal Data shall be Processed only if and to the extent at least one of the following applies:

- a) The Data Subject has given Consent to the Processing of their Personal Data for one or more specific purposes;
- b) Processing is necessary for the performance of a contract to which the Data Subject is a party or in order to take steps necessary prior to entering into a contract;
- c) Processing is necessary for compliance with a legal obligation to which the Data Controller is subject, including compliance with GGGI's legal framework;
- d) Processing is necessary to protect the vital interest of the Data Subject or another natural person;
- e) Processing is necessary for the performance of a task carried out in the public interest or in the exercise of the authority vested in GGGI; or
- f) Processing is necessary for the purpose of the legitimate interests pursued by GGGI or by a third party, except where such interests are overridden by the interests of fundamental rights and freedoms of the Data Subject which require protection of the Personal Data.

5. Data Processing by Third Parties

5.1 GGGI may Transfer Personal Data to third parties only on the following conditions:

- a) The Data Subject is informed of the Data Transfer;

- b) The third party, as Processor, ensures data protection on at least the same level as GGGI and such level of data protection is established by a contract or other legally binding documentation;
- c) The Data Transfer is made for one more or more legitimate purposes, as set out in article 4.2 above; and
- d) The amount of Personal Data transferred is strictly restricted to the data the third party needs to have for the specific purpose the third party receives the data.

6. Rights of the data subject

6.1 The Data Subject shall have the right to obtain from GGGI as Data Controller at any time, subject to reasonable notice, the following information in respect of any Personal Data:

- a) The type of Personal Data related to the Data Subject Processed by GGGI;
- b) The purposes of the Processing;
- c) The recipient or categories of recipients (third parties) that the Personal Data are to be disclosed to or have been disclosed to in the last 12 months;
- d) The period for which the Personal Data will be stored; and
- e) How to request rectification or erasure of Personal Data concerning the data subject or how to object to the Processing of such Personal Data.

6.2 The Data Subject has the right to request rectification of Personal Data relating to the Data Subject if such data can be established to be inaccurate.

6.3 The Data Subject has the right to request that GGGI delete data relating to the Data Subject and or refrain from sharing such data with third parties in case the data is clearly excessive, no longer necessary in relation to the purposes for which it was collected or the Data Subject withdraws Consent, if Consent is the basis for Processing in accordance with article 4.2.

6.4 A Data Subject may contact GGGI regarding any requests in relation to these Rules through the contact section on GGGI's website (<http://gggi.org/contact/>), indicating that the request concerns personal data.

6.5 The Data Subject has the right to raise a request for review of alleged breach of these rules in accordance with GGGI's Compliance Review Mechanism (the relevant rules available on gggi.org/policy-documents/).

7. Storage

7.1 Personal Data shall be kept in a form which does not permit identification of Data Subjects for longer than is necessary for the purposes for which they are processed.

7.2 GGGI shall take appropriate technical and organizational measures to ensure a level of security appropriate to the risks and nature of the Personal Data to be Processed and to ensure protection against accidental or unlawful destruction or accidental loss, and to

prevent unlawful forms of Processing, in particular unauthorized disclosure, dissemination or access or alteration of Personal Data.

8. Implementation

8.1 These Rules may be complemented by guidelines as appropriate to provide further guidance on the implementation of these Rules.