



Privacy Policy

Good Environmental Choice Australia (GECA) is a not-for-profit organisation with a mission to drive solutions for sustainable consumption and production. We are linked to manufacturers, procurement, distributors and many other stakeholders in our pursuit of this mission and these relationships as well as our values of Integrity, Independence and Impact are fundamental to our purpose. That is why we are committed to protecting and respecting your privacy. This policy explains when and why we collect personal information, and how we use and store it.

If you have any questions, please contact GECA via e-mail on info@geca.org.au or via telephone on +61 (0)2 9699 2850.

Who are we?

GECA (Good Environmental Choice Australia) is a purpose driven, not for profit that provides solutions for sustainable consumption and production.

OUR VISION

Our vision is for a sustainable future for people and planet.

OUR PURPOSE

Our purpose is to create solutions for sustainable consumption and production.

Why do we collect information from you?

The reason we collect personal data changes depending on the activity we use it for:

Contract: We collect personal data when you enter into a contract with GECA.

Legitimate Interest: Responding to enquiries about GECA and our work, to inform you about GECA activities that might be appropriate to your interests and location. Processing this personal data will enable GECA to inform you of relevant progress on projects and to obtain feedback on activities and outputs.

Consent: We process personal data where you have given consent for us to do so, including receiving the GECA newsletter.

How do we collect information from you?

We obtain information about you when you correspond with us to express interest in the work of GECA, visit our website or register to receive information from us such as our newsletter. We also obtain information when you are in contact with a GECA Team member over email, at an event, or when introduced by a third party.

What personal data is being obtained?

Personal data is defined as information which directly or indirectly identifies an individual. The personal information we collect includes your name, address, phone number, e-mail address, the organization you work for, your role title and how you have engaged with us, such as which events projects and activities you have taken part in or expressed an interest in.

If you make a payment to GECA for services performed, membership fees or a voluntary contribution we will obtain financial information necessary to process this transaction made.

We also use anonymized data to understand how visitors to our websites are using the site.

How is your information used?

We may use your information to:

- carry out our obligations arising from any contracts entered;
- make you aware of potential collaboration opportunities or activities that might be appropriate to your interests and location including networks or events;
- seek your views or comments on the activities or outputs that GECA organises or we undertake;
- send you communications that you have requested (e.g., newsletter);
- process a grant or job application;
- to help us improve engagement.

GECA will retain your data for as long GECA exists unless you request us to do otherwise.

Who will your information be shared with?

GECA will never sell your information to third parties without your consent.

We may share your information, from time to time, with GECA Stakeholders who are involved in collaborative projects that you have expressed interest in. We will have data protection agreements in place with these organizations to ensure that they cannot use your data for other purposes without your agreement. In some cases, those who fund our work require as part of the funding agreement, that we report back to them providing details of those people and organizations who have been involved in the projects that they have funded.

Your rights

Data protection laws give you have several rights with respect to how organizations process your personal data.

Right to be Informed: You have the right to be informed of the use that your Personal Data will be put to, along with details of the Data Controller and your rights. Where you provide your Personal Data directly to GECA these details will be made available at the time your data is obtained.

Where GECA obtains your Personal Data from a third party, these details will be made available within a reasonable period of having obtained the data. If your Personal Data is to be used to communicate with you, these details will be provided at the latest, when the first communication takes place. If disclosure to another recipient is envisaged, these details will be provided at the latest before the data is disclosed.

Under the GDPR legislation, you have various rights over your data:

- **Right to Access:** You have the right to access and obtain a copy of your Personal Data held and processed by GECA, on request. You can exercise this right through the submission of a formal, written request to info@geca.org.au
- **Right to Rectification:** You have the right to request GECA to correct inaccurate or incomplete Personal Data.
- **Right to Erasure (to be Forgotten):** You have the right to request GECA to erase your Personal Data from its systems and records where contractual requirements do not conflict with this right.
- **Right to Restrict Processing:** You have the right to request GECA to stop or restrict the processing of your Personal Data. This could be for example, if your Personal Data is no longer necessary for purpose of processing.
- **Right to data portability:** You have the right to request a copy, in a portable format, of the Personal Data which you have provided directly to GECA.
- **Right to object:** You have the right to object to the processing of your Personal Data, where GECA relies upon Legitimate Interest as the lawful basis for processing.

We may charge a small fee to cover the administrative costs associated with completing your request.

How do we protect your data?

GECA has implemented stringent Security and Privacy policies. Employees and Associates who encounter your Personal Data have obligations to adhere to these policies which include regular training on Privacy and Security Best Practice.

We apply appropriate technical and organizational measures to protect data, computing devices and the network from accidental / malicious activities or theft. Where appropriate, we encrypt our data and devices and confidential information is securely destroyed when no longer required.

Complaints

If you are unhappy with how your Personal Data is processed by GECA, you have the right to complain to GECA. If you remain unhappy, following GECA's response to your complaint, you have the right to lodge a further complaint with the Office of Australian Information Commissioner www.oaic.gov.au/repcomplaint

Changes to this Privacy Policy

We keep our privacy notice under regular review. The policy may be periodically updated. If there are significant changes to this policy, we will contact you directly through the appropriate means.

Links to other websites

Our website contains links to other organizations' information and websites. GECA is not responsible for the information or activities of other organizations, even if accessed via the GECA website. It is recommended that you check the privacy policy of websites you visit that are linked through GECA website.

Website recording

GECA uses google analytics to help improve engagement and user experiences on our website. We use anonymized data to understand how visitors to our website are using the site, including what content they are looking for, what countries they are visiting from, what language they use and what device they are using to view our website. All of this information enables us to ensure our website is supporting the adoption of integrated reporting internationally.

To opt out of being tracked by Google Analytics across all websites, visit <http://tools.google.com/dlpage/gaoptout>.

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