



Beyond Beans Foundation Privacy Notice

This privacy notice applies only to the actions of ETG | Beyond Beans Foundation and Users with respect to the activities of the foundation and the website.

1. Introduction

Beyond Beans Foundation is fully dedicated to developing and implementing projects across ETG's commodity supply chains in collaboration with partner companies, NGOs and government agencies. We believe that the world of today has the knowledge, people, and tools in place to build profitable and self-sustaining communities, where farming is regarded as a respected profession and sustainable entrepreneurship is the norm.

ETG | Beyond Beans Foundation is a registered company in the Netherlands, the KVK number is 77750047. If you have any questions regarding our privacy notice, you can email us or write to:
ETG | Beyond Beans Foundation,
Van Heuven Goedhartlaan 7C,
1181LE Amstelveen,
The Netherlands
info@beyondbeans.org

We are committed to safeguarding the privacy of our stakeholders and treat your personal information appropriately. This privacy notice is in place to ensure your personal information is appropriately protected.

We keep our privacy notice under regular review. This privacy notice was last updated on July 19th 2023.

2. Personal information collection

For the purposes of the General Data Protection Regulation (GDPR), ETG | Beyond Beans is the "data controller". We collect certain information or data about you when you collaborate with ETG | Beyond Beans and when you email us and use our website. This includes:

- Questions, queries or feedback you leave, including your email address or telephone number if you contact us
- Information about your use of our website services including what pages you visited, how long you visited the website for
- Information that you provide for the purpose of acquiring new projects, including names, address, organisational data, email and telephone numbers, CVs etc..
- Information that you provide for the purpose of subscribing to the website services

The general categories of personal information that we may collect for the aforementioned purposes are as follows:

1. Name
2. Address
3. Contact phone number
4. Email address
5. CV

When you register or work with us, you are agreeing that you are over 18 years of age or are acting with parental consent.

2.1. Using personal information

We may use your personal information to:

1. Respond to a tender
2. Administer and personalise this website for you
3. Enable your access to and use of the website services
4. Publish information about you on the website, providing you have given specific consent to do so
5. Send you updates and notifications relating to our services or activities
6. Send you news and communications about the services you have expressed an interest in
7. Use your email address for survey purposes via a third party organisation

2.2. Lawful basis

Under the GDPR (General Data Protection Regulation) we control your personal using the following lawful bases:

- **Consent:** through certain actions such as accepting to be included in a Beyond Beans team to acquire a tender, signing an Independent consultant agreement, when you browse our website, ask us to provide you with further information you provide your consent to us to process information that may be personal information. This can be done by sharing your CV, entering our website and filling in your information for the purposes set out in section 2.1 using personal information. Wherever possible, we aim to obtain your consent to process this information, for example, by asking you to agree to our use of cookies set out in this notice under section 4.2. Collecting information with cookies
- **Legitimate interests:** we may process information on the basis there is a legitimate interest, either to you or to us. Where we process your information on this basis, we do after careful consideration whether the same objective could be achieved through other means and whether you would expect us to process your data, and whether you would consider it reasonable to do so. For example, in order to deliver our services for your benefit, we may share your personal data with a trusted third party organisation for the purpose of our business activities or to conduct a survey to better understand your needs and requirements.

2.3. Where your data is stored

We store your data on our secure servers in the EU. It may also be stored outside of Europe, with the necessary security measures, where it could be viewed by our staff or suppliers. By submitting your personal data, you agree to this.

2.4. Information disclosure

Through our business activities, we may disclose your personal information to donors, consortium partners and subcontractors for purposes directly related to the management and delivery of our services. This includes the grant making process where we receive applications from interested parties for funding. Those in question will be obligated to use the personal information in accordance with the terms of this privacy statement.

We may also need to disclose your information if required to do so by law and for the purpose of defending our legal rights (including providing information to others for the purposes of fraud prevention). ETG | Beyond Beans will never sell your personal data to third parties.

2.5. Information protection

We take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information. All personal information is stored securely in accordance with the principles of the General Data Protection Regulation.

By collaborating with ETG | Beyond Beans or using our website, you acknowledge that the transmission of information over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.

We encourage the use of Microsoft Teams for sharing documents. In case you need passwords to enter our application portal and access our website, you are responsible for keeping the password you use confidential; we will not ask you for your password.

2.6. Cross-border data transfers

Information that we collect may be stored and processed in and transferred between any of the countries in which we operate to enable the use of the information in accordance with this privacy notice.

In addition, personal information that you submit for publication on the website will be published on the internet and may be available around the world.

You agree to such cross-border transfers of personal information.

2.7 Data retention period

Personal data that we process shall not be kept for longer than is necessary. Our retention period is in line with our contract conditions with the donors we serve and the default legal standard retention period.

3. Your individual rights

Under the GDPR your rights in relation to the personal data we hold are expressed as follows. You have;

- The right to be informed about how we use your personal data
- The right of access to the data we hold
- The right to rectification of any data we hold;
- The right to erasure of your data
- The right to restrict processing of your data
- The right to data portability of your data
- The right to object; and
- The right not to be subject to automated decision-making including profiling

If you would like any further information about your rights, please contact us by sending an e-mail to info@beyondbeans.org.

3.1. Accessing your personal information

Individuals can find out if we hold any personal information by making a 'subject access request' under the General Data Protection Regulation (GDPR). If we do hold information about you, we will:

1. Give you a description of it;
2. Tell you why we are holding it;
3. Tell you who it could be disclosed to; and
4. Let you have a copy of the information in an intelligible form. You may request a copy of the personal information by emailing us at: info@beyondbeans.org

3.2 Withdrawing your consent

You may exercise your right to withdraw your consent in relation to your personal data being used at any time by written notice to us via email to: info@beyondbeans.org or by way of letter to: ETG | Beyond Beans Foundation, Van Heuven Goedhartlaan 7C, 1181LE Amstelveen, The Netherlands

By withdrawing your consent this does not affect the lawfulness or processing based on consent before its withdrawal.

4. Visitors to our websites

When someone visits our website, we use Jetpack Stats, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Jetpack to make, any attempt to find out the identities of those visiting our website. Jetpack Stats tracks and retains the following information about visitors to our site:

- Post and page views
- Video plays
- Outbound link clicks
- Referring URLs and search engine terms
- Country

As part of collating the above information, Jetpack Stats uses data like IP address, WordPress.com user ID (if logged in), WordPress.com username (if logged in), user agent, visiting URL, referring

URL, timestamp of event, browser language, and country code. However, none of this information is available to us as the site owners. For example, we can see that a specific post has 285 views, but cannot see which specific users/accounts viewed that post. Furthermore, the Jetpack Stats logs, in which this information is stored, are only retained for 28 days.

Our website contains buttons to promote ('like') or share ('tweet') webpages on social networks like LinkedIn, Facebook and Twitter. These buttons work through snippets of code originating in Facebook or Twitter that place cookies in your browser. We have no influence on this. Read the privacy statements of LinkedIn, Facebook and Twitter (which can change frequently) to find out what they do with the data they gather through these cookies.

4.1. Use of cookies

Our website uses cookies. Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently (e.g. by recognising a user's device), as well as to provide information to the owners of the site. We use the following types of cookies:

- **Strictly necessary cookies:** These cookies are essential for the user to move around the website and to use its features
- **Performance cookies:** These cookies are used to understand and analyse the key performance indexes of the website which helps in delivering a better user experience for the visitors. They do not collect information that identifies the user
- **Functionality cookies:** These cookies remember choices made by the user and enhance the features, e.g. language or users location. This cookie is also used to remember a user's preferences for a font size, or customisable parts of a web page
- **Analytics Cookies:** These cookies are used to understand how visitors interact with the website. They help provide information on metrics the number of visitors, bounce rate, traffic source, etc.

4.2. Collecting information with cookies

We may use cookies to collect information about how you use the website, for example we may store information related to:

- The website pages you visit
- How long you are on the website for
- Whether you are a new or returning user
- How you came to the website
- The type of device and browser you use

4.3. Disabling or deleting cookies

Most web browsers allow some control of most cookies through the browser settings. To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit [About Cookies](#) (opens in a new window) or [All About Cookies](#) (opens in a new window). If you disable cookies by blocking them, or delete cookies, the functionality of the website will likely be affected.

5. Questions, complaints and amendments to the Privacy notice

5.1. Questions?

If you have any questions or comments about the privacy notice of ETG | Beyond Beans Foundation, you can address them to ETG | Beyond Beans Foundation, Van Heuven Goedhartlaan 7C, 1181LE Amstelveen, The Netherlands or contact us via e-mail: info@beyondbeans.org

5.2. Complaints

We will be happy to help you if you have a complaint about our organisation. Under the privacy legislation, you have the right to lodge a complaint with the Personal Data Authority about our processing of personal data. You can contact the Personal Data Authority via this [form](#) (in Dutch).

5.3. Amendments privacy statement

ETG | Beyond Beans reserves the right to make changes to this privacy statement. ETG | Beyond Beans advises you to check the privacy statement regularly to see whether any changes have been made.