



## WEPs Gender Gap Analysis Tool

### PRIVACY POLICY

**Last updated: 13 March 2017**

The Foundation for the Global Compact (“we”, “us”, “our”) is committed to ensuring that your privacy is protected. We are a non-profit organization registered in New York and with a registered office at 685 3<sup>rd</sup> Avenue, 12<sup>th</sup> Floor, New York, NY, 10017, United States of America.

This Privacy Policy describes the privacy practices we have implemented in connection with your use of this site. By providing information for the purposes of creating your user account, adding any additional details to your user profile, or using the WEPs Gender Gap Analysis Tool (“the Tool”), you are expressly and voluntarily accepting this Privacy Policy. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. The information you provide through this site and tool will be used in accordance with this Privacy Policy.

#### 1. Use of information gathered through the site and Tool

We may collect and process the following data about you:

- **Registration Data:**
  - **Information Collected:** In order to become a user of the Tool, you must provide the following information to create an account: first name, last name, job title, company name, email address, password and company demographics. Without providing this information, you cannot create a profile on the Tool.
  - **How this Information is Used:** Our administrators will have access to your user account and profile for the purposes of assisting you to manage your account or retrieve your password. You may correct, update or delete your account at any time.
- **Data You Input Into the Tool:**
  - **Information Collected:** In order to obtain an assessment of your company, you will be asked to input certain data about your company. The Tool’s questions may ask you to respond in the form of multiple choice or fill-in-the-blank answers.
  - **How this Information is Used:** The Tool will analyze the data that you input into it to generate an assessment of your company. You will have the ability to save assessment results for future review. We will also compile aggregate data generated from the information you input in the Tool for purposes of trend analysis and as an information gathering tool to inform future gender equality resources and programming. In its aggregate form the data will not be traceable back to your account or user profile. We may share the aggregate information with third party partners.
- **Automatically Collected Information:**
  - **Information Collected:** When you visit our site, we automatically receive certain technical information, including your Internet Protocol address, operating system, type and version of browser, referring URL, time spent on the site and other technical identifiers. We use such



technical information collected through the site to analyze trends and statistics regarding use of the site and Tool.

- **Sharing Your Information With Other Companies:** We will not share your information with third parties except in limited circumstances, including:
  - When we contract or partner with a third party to provide services on our behalf, including Tool development and/or maintenance;
  - When we release information to comply with our legal obligations including, (i) we have good faith grounds to believe that the user is in violation of our Terms of Use; (ii) to release information in response to court and governmental orders, other enforceable requests from government entities, civil subpoenas, discovery requests and otherwise as required by law; and (iii) we believe in good faith that such release is required to protect the rights, property, safety or security of any of our users or the public.
  - In addition, we may share with third parties the aggregate data generated from the information you input into the Tool, however you or your company will not be identifiable from such information.

## **2. Our Policy on Children**

Our site and the Tool are not intended for use by children under the age of 13, and we do not knowingly collect personal information from such children. If we become aware that we have unknowingly collected personal information from a child under the age of 13, we will make all reasonable efforts to delete such information from our database. If you become aware that we have unknowingly collected personal information from a child under the age of 13, please contact us immediately at [weps-gapanalysis@unglobalcompact.org](mailto:weps-gapanalysis@unglobalcompact.org).

## **3. Release of Information**

We reserve the right to comply with our legal obligations and release information concerning any user of our site or the Tool when we have good faith grounds to believe that: (i) the user is in violation of our Terms of Use; (ii) to release information in response to court and governmental orders, other enforceable requests from government entities, civil subpoenas, discovery requests and otherwise as required by law; and (iii) we believe in good faith that such release is required to protect the rights, property, safety or security of any of our users or the public.

## **4. Retention and Security**

We will retain your user account data until you delete your account. We will retain the data you enter into the Tool in aggregate and anonymized form for so long as needed for the purposes identified above.

The security of your personal data is important to us. We have put in place appropriate administrative, technical, organizational and physical safeguards to help prevent unauthorized access, maintain data security and correctly use the information we collect. These precautions include data encryption, firewall protection, and restricted server access. The Tool has built-in protections to ensure all sensitive information is kept secure and confidential through an encrypted log-in system. However, we do not warrant or guarantee that unauthorized third parties will never be able to defeat those measures or use your personal



information for improper purposes. To help us protect your privacy, you should maintain the secrecy of the username and password you may have set up in connection with your use of the Tool.

## **5. Storage and Transfer of Your Information**

The data that we collect from you may be transferred to, and stored at, a destination outside of your country and the European Economic Area (“EEA”) including, in particular, on Amazon Web Services servers located in the United States. You can view Amazon’s Privacy Policy for more information <https://aws.amazon.com/privacy/>. Your data may also be processed by staff operating outside the EEA who work for us or for one of our suppliers. Such staff may be engaged in, among other things, the fulfilment of your order, the processing of your payment details and the provision of support services. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this policy.

We may transfer anonymized aggregate data compiled from the information you input into the Tool to locations around the world. This data will never be linked to your account or user profile.

## **6. Your Rights**

You have the right to access the personal data that we hold about you and to receive a copy of this personal data. You also have the right to request the correction or deletion of your personal data and can exercise this right by contacting us at [weps-gapanalysis@unglobalcompact.org](mailto:weps-gapanalysis@unglobalcompact.org). We may refuse your request for correction or deletion of your personal data where its retention is necessary, for example in the context of a legal dispute or as required by law.

In the event that you wish to make a complaint about how we process your personal data, please contact us in the first instance at [weps-gapanalysis@unglobalcompact.org](mailto:weps-gapanalysis@unglobalcompact.org) and we will endeavor to deal with your request as soon as possible. This is without prejudice to your right to launch a claim with the Information Commissioner’s Office.

## **7. Changes to Data Privacy Practices**

If we make changes to our data privacy practices, we will post these changes on our website in order to keep you informed of how we collect, use, manage, disclose and protect your information. Such changes will be posted in this section of our Privacy Policy, and shall become effective 30 days after notice of the change has been posted.

## **8. Contacting Us**

If you have comments or questions about this privacy policy or our processing of your information, please contact: [weps-gapanalysis@unglobalcompact.org](mailto:weps-gapanalysis@unglobalcompact.org).