

Privacy Statement



Foundation Responsibly Produced Peat (RPP), established at Galgeweg 38, 2691 MG in 's-Gravenzande (NL), is responsible for the processing of personal data as indicated in this privacy statement.

Contact information:

Foundation Responsibly Produced Peat

Galgeweg 38

2691 MG 's-Gravenzande

The Netherlands

info@responsiblyproducedpeat.org

+31 (0)6839878

www.responsiblyproducedpeat.org

The secretariat of RPP is responsible for the processing of data through the website. The can be reached through info@responsiblyproducedpeat.org.

Personal details we process:

RPPP processes your personal details because you make use of our services and/or because you provide us with the information yourself. Below you will find an overview of the personal details that we process:

Contact form

If you have a question for RPP, we ask you to fill out the following personal details on the form:

- > Name and surname
- > E-mail address

Application form RPP certification:

If you want to apply for RPP certification we ask you to fill out the following personal details on the form:

- > Company name
- > Address
- > ZIP code
- > City
- > Name contact person
- > E-mail address
- > Telephone number
- > Invoice address
- > Vat number
- > Name responsible manager
- > Name extraction site
- > GPS coordinate entrance extraction site
- > Total licensed area (ha):
- > License information (number, application date and expiration date)

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RPP Registration agreement:

If you want to register for RPP we ask you to fill out the following personal details on the form:

- > Company name
- > Address
- > ZIP code
- > City
- > Name contact person
- > E-mail address
- > Telephone number
- > E-mail address for Invoice
- > Vat number

RPP Due Diligence declaration:

Companies that supply the non-certified peat within the Chain of Custody we ask the following personal details on the form:

- > Company
- > Name
- > Function
- > Deliveries to the sourcing company

And further:

- > Possibly your request to be sent the RPP newsletter
- > Other personal details that you actively provide, for example in correspondence and over the telephone
- > Information concerning location
- > Data concerning your activities on our website
- > Internet browser and device type

Special and/or sensitive personal details that we process

Our website and/or service is not intended to collect information about website visitors that are younger than 16 years old. Unless they have permission of parents or guardian. However, we cannot check whether a visitor is older than 16. Therefore, we advise parents to be involved in the online activities of their children, to prevent information about children being collected without parental approval. If you are convinced that we have collected personal details of a minor, please contact us through info@responsiblyproducedpeat.org, then we will delete this information.

With which goal and with which foundation do we process personal details

RPP processes your personal details for the following reasons:

- Sending our newsletter
- To be able to call or e-mail you in case that is necessary to carry out our service
- To offer you the possibility to login on the RPP portal

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Automated decision making

RPP does **not** make decisions based on automated processing concerning affairs that may have (significant) consequences for persons. This concerns decisions that are made by computer programmes or systems, without a person (for example an RPP employee) in between.

How long do we store personal details

RPP stores your personal details no longer than strictly necessary in order to realise the goals for which your details are collected. We use the following storage time for the following (categories of) personal details:

- Details RPP Portal:
We store these for as long as we think necessary, unless you request us to delete your account through info@responsiblyproducedpeat.org
- Details RPP Application form:
We store these for as long as we think necessary, unless you request us to delete your account through info@responsiblyproducedpeat.org
- Details RPP registration agreement:
We store these for as long as we think necessary, unless you request us to delete your account through info@responsiblyproducedpeat.org
- Details RPP Due Diligence declaration:
We store these for as long as we think necessary, unless you request us to delete your account through info@responsiblyproducedpeat.org
- Personal details that you send to us through other forms on our website:
We store these for as long as we think necessary, unless you request us to delete your details through info@responsiblyproducedpeat.org

Sharing personal details with third parties

RPP does not sell your details to third parties and provides it only if necessary for carrying out our agreement with you or to comply with a statutory obligation. With companies that process your details by our commission, we have closed a data processing agreement in order to keep the same level of security and confidentiality of your details. RPP remains responsible for these processes.

Cookies, or similar techniques, that we use

RPP only uses technical and functional cookies. A cookie is a small text file that is saved to your computer, tablet or smartphone during the first visit to the website. The cookies that we use are necessary for the technical functioning of the website and the user friendliness. They make sure that the website works properly and remember for example your preferred settings. We can also optimise our website with this. You can avoid cookies by setting up your internet browser to stop saving cookies. Apart from that you can also delete all the information that was saved in the past through the browser settings.

Viewing, adjusting or deleting details

You have the right to view your personal details, to correct or to delete them. Apart from that you have the right to withdraw possible permission of detail processing or to object the processing of

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your personal details by RPP and you have the right to data portability. That means that you can request to send the personal details that we have of you in a computer file to you or a different company named by you.

You can send a request for viewing, correction or removal of your personal details or a request for withdrawing your permission or objection to process your personal details to info@responsiblyproducedpeat.org.

In case of uncertainty about your identity, we can – to be sure that the request for viewing is done by you – ask you to send us a copy of your identification. Please blur or blacken your photo, MRZ (machine readable zone, the strip with numbers on the bottom of the passport), passport number and citizen service number (BSN). This is to protect your privacy. We will respond as quickly as possible, but within four weeks, to your request.

Additionally, RPP would like to point out that you have the possibility to file a complaint with the national supervisor, the Dutch DPA (Autoriteit Persoonsgegevens). You can do that through the following link: <https://autoriteitpersoonsgegevens.nl/nl/contact-met-deautoriteit-persoonsgegevens/tip-ons>

How do we protect personal details

RPP takes the protection of your details seriously and takes suitable measures to prevent misuse, loss, unauthorised access, unwanted publication and illegitimate modification. If you are under the impression that your details are not well protected or if there are indications of misuse, please contact RPP through info@responsiblyproducedpeat.org.