

Privacy Notice for IIGCC members

This Privacy Notice explains the reasons why IIGCC collects and processes personal information from members, conforming to the General Data Protection Regulations.

IIGCC is committed to being transparent about how it collects and uses that data, and to meeting its data protection obligations.

What information does the IIGCC collect?

IIGCC collects and processes a range of information about you. This includes your name, job title, email address, telephone and/or mobile number, and work address, as well as certain preferences (such as whether you belong to any of our working groups or programmes.) We also hold details of our correspondence and communications with you.

We collect this data in a variety of ways. For example, data might be collected through letters or emails, on telephone calls, from business cards, or by introduction/referral from other members. We also collect information when you voluntarily participate in our events or surveys or engage with us on social media. As part of becoming a member of IIGCC, your organisation may provide us with your contact details or ask that you are added to our databases.

In some circumstances we may collect additional information from you, such as passport information, nationality, date of birth or home address, for example when:

- You are nominated or appointed to our board of directors
- You attend or apply to attend events requiring accreditation through us

How will we use the information about you?

We collect and process your personal data in order to maintain contact with you and manage your membership contract. This may include sending you invitations to events, meetings, webinars, or group calls; sending newsletters, updates and publications; invoicing your organisation; and making you aware of issues or services that we think may be of interest to you.

In some cases, IIGCC needs to process data to ensure that it is complying with its legal obligations.

In other cases, IIGCC has a legitimate interest in processing personal data before, during and after contact with you. Processing your data allows IIGCC to maintain contact and fulfil our service as a membership body.

Who has access to your data?

Your data is stored in a range of different places, including our membership database, our email system, our website platform and our online platforms (Mailchimp and Survey Monkey). If you are a member of a particular working group or collaboration such as the Policy working group or Climate Action 100+ initiative then your data may also be stored on databases specific to these groups. This data is accessible by all internal IIGCC staff.

IIGCC will not sell, rent, loan or trade any of your personal information.

However, your information may occasionally be shared with selected third parties in the context of providing opportunities for collaboration and sharing of information or where we deem it necessary to deliver our services to you. Where you are attending an IIGCC event, we may also share your name, job title and employer with other speakers or organisers of the event (or their teams) but will not share your contact information.

Infrequently, we may share your contact information with other investor groups (Ceres, PRI, UNEP-FI, AIGCC, IGCC and CDP) to ensure that you receive relevant information and invitations for collaborative projects or events.

For how long does IIGCC keep data?

IIGCC will only hold your personal data for as long as necessary to provide you with our services or to comply with legislation. Usually this will be for the duration of your organisation's membership and until the end of the calendar year in which your organisation ceases to be a member.

How does IIGCC protect data?

IIGCC takes the security of your data seriously and relies on a series of people, processes and physical and technological controls that help us to protect your data. We store personal data on computer systems that have access controls in place, are checked for vulnerabilities, and are protected against malicious attack. We also have physical access controls in our offices. IIGCC has implemented a number of administrative controls to try to ensure that your data is not lost, stolen, accidentally destroyed, misused, disclosed or altered.

Access to information and your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the company to change incorrect or incomplete data;
- require the company to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the company is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Charlotte Jones at cjones@iigcc.org.

If you believe that IIGCC has not complied with your data protection rights, you can contact our supervisory authority, the UK Information Commissioner's Office (ICO) by visiting <https://ico.org.uk/concerns>.

How to contact us

The controller of your personal data, under applicable data protection law is: IIGCC Ltd.

The registered office of the Company is: Pennine Place, 2a Charing Cross Road, London, WC2H 0HF

If you need further information, please write to us at

IIGCC
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2a Charing Cross Road
London WC2H 0HF
UK