

# Privacy Statement

This statement explains how iCRA uses and protects personal and confidential data we collect about you when you use our services. It is applicable to all information, recommendations, documents and services provided by iCRA to you and personal data provided by you to iCRA.

## Who are we?

iCRA builds trust within the agricultural sector through partnership facilitation and training. We put power in the hands of the people who create change locally. Our mission? To build resilient, innovative, thriving agri-food systems that provide attractive career opportunities for young people. With our international team we work from different locations with development project partners worldwide. We foster a large community of alumni, agri-education and agribusiness professionals.

Our commitment to privacy and confidentiality underpins all our interactions and services.

## iCRA and Privacy

iCRA conforms to the applicable laws and regulations, including the General Data Protection Regulation, in all cases. This means that:

- Your personal data are processed in accordance with the purpose for which they have been provided and as required for all operational processes within iCRA. This purpose and the type of personal data are incorporated in this privacy statement.
- The use and/or processing of your personal data remains restricted exclusively to those data that are minimally required for the purpose for which they are provided.
- Suitable technical and/or organisational measures have been taken to guarantee the security of your personal data.
- Your personal data will not be shared with other parties unless this is required to achieve the purpose for which they have been provided or as legally required by the authorities.
- Upon visiting iCRA's website, Google Analytics will record your country. With this, iCRA measures how our website is used with the goal of maximizing the website experience for visitors. Information collected is only used to analyze website traffic and use, and for no other purpose. Google Analytics issues cookies, and visitors to the website are asked to accept them.

## How do we collect information from you?

We collect information about you when you subscribe to our newsletter online, sign up for our mailing list, or request information on our courses. We also collect information through your participation in our courses and projects and during the provision of consultancy or evaluation services.

All information collected is treated with the highest degree of confidentiality and is secured on our systems.

## What information do we collect about you?

We may collect the following personal data from you for the below mentioned purposes:

- First name;
- Surname prefix(es);
- Surname;
- E-mail address;
- Telephone number;
- Job title and employer.

In case of course registrations we request additional personal data for selection, admission and, if requested, arrange travel, insurance and accommodation facilities, which are:

- Address;
- Nationality;
- Sex;
- Date of birth;
- Education;
- Current tasks and responsibilities;
- Employment history;
- Copy of passport.

In case of job application processes, iCRA requests additional personal data for selection purposes, which are:

- Address;
- Education;
- Current tasks and responsibilities;
- Employment history.

## How will we use the information about you?

Your personal data can be processed by iCRA for the following purposes:

- To communicate with you, eg to respond to your queries and requests;
- To provide services and support for our services;
- To send invitations, newsletters and general updates on iCRA;
- To register and select participants for our courses;
- To select candidates for a specific assignment or position at iCRA;
- For customer satisfaction surveys to enable us to identify service improvements.

## Who has access to your information?

Access to your personal and confidential information within iCRA is limited to individuals who require the information to perform a specific job. We will not sell or share your information with third parties for marketing purposes or other unrelated purposes unless you have requested us to do so. All individuals with access are bound by confidentiality obligations.

## Third Party Data Processors

For those signed up for our Newsletter or course information, your data may be processed by Mailchimp. Mailchimp is committed to confidentiality and compliance with the General Data

Protection Regulation. They can be contacted at [privacy@mailchimp.com](mailto:privacy@mailchimp.com) for any questions regarding your data.

## Retention period

iCRA will retain personal data no longer than required for the purpose for which they have been provided or what is required by law. In case you have given approval to be included in our mailing list, iCRA has legitimate reason to believe that you are interested in updates about iCRA. You will remain in our database, until you have expressed your wish to be removed. In specific cases, iCRA maintains the following retention periods:

Personal data of course applicants will be retained no longer than two calendar years after the 31st of December of the year in which they were submitted to us.

Personal data of Alumni will be archived for historic, statistical and research purposes.

Personal data of job applicants will be retained for up to four weeks after the finalisation of the application procedure.

## Accessing and updating your information

You have the right to request a copy of the information we hold about you in various formats, to reuse with other service providers. If you would like a copy of some or all of your personal information, please email [communication@icra.global](mailto:communication@icra.global). You may ask us to correct or remove information you think is inaccurate or request the permanent removal of your information.

## Breach Notification

In the unlikely event of a breach of confidentiality, we will promptly notify you and any applicable regulator, where we are legally required to do so.

## Complaints

Please contact us if you have a complaint about the processing of your personal data. You always retain the right to submit a complaint to the Dutch Data Protection Agency (DPA); the supervisory authority for privacy.

As iCRA, we are responsible for processing your personal data. If you wish to submit any questions you have as a result of reviewing our privacy statement, you can do so via [privacy@iCRA.global](mailto:privacy@iCRA.global). You can also contact us at this address if you want to inspect the data we retain about you or to have these data amended or deleted. For our newsletters you can also use the online unsubscribe option. Your data will then be automatically removed from the mailing list of the newsletter.