

PRIVACY STATEMENT

1. General Information

This Privacy Statement (hereinafter the "**Statement**") explains how the Information Center "Green Dossier" (hereinafter the "**Organisation**") collects, uses, stores, and protects the personal data of individuals who complete registration forms, applications, questionnaires, surveys, participate in events, projects, competitions, research activities, or otherwise interact with the Organisation.

This Statement supplements the Organisation's **Privacy and Personal Data Protection Policy** and applies to all electronic and paper-based forms used to collect personal data unless a separate privacy notice is provided for a specific activity or project.

2. Data Controller

The Data Controller is:

Information Center "Green Dossier"

Email: info@dossier.org.ua

3. What Personal Data We May Collect

Depending on the purpose of a particular form or activity, the Organisation may collect:

- first and last name;
- email address;
- telephone number;
- Organisation name;
- job title or position;
- country, region or place of residence;
- professional information;
- responses provided in questionnaires or surveys;
- any other information voluntarily provided by the individual.

The Organisation collects only the personal data necessary to achieve the specific purpose for which they are collected.

4. Why We Process Personal Data

Personal data may be processed for the following purposes:

- registering participants for events;
- organizing and conducting trainings, workshops, conferences, consultations, and other activities;
- implementing projects and programmes;
- conducting research, surveys, assessments, and monitoring activities;
- preparing analytical reports, research papers, recommendations, and other information products;
- communicating with participants, partners, and other stakeholders;
- fulfilling contractual, grant-related, and other legal obligations;
- preparing reports for donors and project partners;

- providing information about the Organisation's activities where the individual has given consent or where processing is based on another lawful basis.

5. How Survey and Research Results Are Used

Unless otherwise specified for a particular survey or research activity, survey responses and research results are used exclusively for analytical, informational, educational, or advocacy purposes.

Reports, publications, research papers, and other outputs are prepared using aggregated or anonymized information whenever possible.

If the Organisation intends to publish identifiable responses, quotations, or other information that could reveal the identity of an individual, it will do so only where there is an appropriate legal basis or the individual's explicit consent.

6. Who May Receive Personal Data

Personal data may be shared with:

- employees and authorized representatives of the Organisation where necessary for the performance of their duties;
- project partners and donors where necessary for the implementation of joint projects, fulfilment of contractual or grant obligations, or donor reporting requirements, subject to applicable personal data protection legislation;
- providers of information technology services, including email services, online form platforms, and cloud storage providers supporting the Organisation's activities;
- public authorities where disclosure is required by applicable law.

The Organisation does not sell or disclose personal data to third parties except as required or permitted by the legislation of Ukraine, the Organisation's Privacy and Personal Data Protection Policy, or this Statement.

7. How Long We Keep Personal Data

Personal data are retained only for as long as necessary to achieve the purposes for which they were collected, to comply with contractual or legal obligations, and to meet donor reporting requirements.

Once the applicable retention period expires, personal data are securely deleted or anonymized in accordance with the Organisation's internal procedures.

8. Your Rights

You have the right to:

- know what personal data about you are being processed;
- request access to your personal data;
- request correction of inaccurate personal data;
- request deletion of your personal data where permitted by law;
- withdraw your consent where processing is based on consent;
- contact the Organisation regarding any questions related to the processing of your personal data.

The procedure for exercising these rights is set out in the Organisation's Privacy and Personal Data Protection Policy.

9. Contact Us

If you have any questions regarding the processing of your personal data or wish to exercise your rights, please contact:

Information Center "Green Dossier"

Email: info@dossier.org.ua

10. Final Provisions

The Organisation may update this Statement to reflect changes in legislation, internal procedures, or the implementation of specific projects.

The current version of this Statement is published on the Organisation's official website and should be read together with the Privacy and Personal Data Protection Policy.