

## Verified Carbon Standard Association Privacy Policy

This privacy policy (**VCSA Privacy Policy**) applies to all personal information collected by Verified Carbon Standard Association (**VCSA**), an association incorporated in the District of Columbia, USA whose registered office is at 1090 Vermont Avenue N.W., Suite 910, Washington, D.C., 20005, USA and whose physical office is at 1730 Rhode Island Avenue, N.W., Suite 803, Washington, D.C., 20036, USA, including without limitation, by way of the VCSA website located at <http://www.v-c-s.org/> (**Website**).

VCSA recognizes the importance of your privacy, and that you have a right to control how your personal information is collected and used. We know that providing personal information is an act of trust and we take that seriously. Unless you directly give us consent to do otherwise, VCSA will only collect and use your personal information as set out below.

### Collection of information

VCSA collects personal information from users of the Website, stakeholders and strategic partners and other individuals. We collect this information when it is necessary for achieving the VCSA's organizational mission.

VCSA may collect personal information about you, including, for example, your contact details such as name, email address, phone number, mailing address, as well as employer and title.

In particular, VCSA may collect personal information:

- When you use the Website, in which case our system may automatically collect information relating to your visit to that website, such as your IP address;
- When you fill in or complete reports, surveys, questionnaires as well as contact and/or registration forms;
- When you upload or input information or documents to the Website;
- When you submit an application (and are authorized) to use the Verified Carbon Standard logo (VCS Logo); and/or
- During face-to-face meetings, email correspondence or telephone conversations.

If you do not provide VCSA with all requested personal information, you may not be able to take full advantage of VCSA services or resources (including the provision of information and other services made available by way of the Website), to upload or input information to the Website, or to use the VCS Logo.

### Our use of cookies

Cookies are pieces of information that a website transfers to your computer's hard drive for record keeping purposes. Most web browsers are set to accept cookies. VCSA uses cookies to make your use of the Website, resources and services as conveniently as possible. Cookies in and of themselves do not personally identify users, although they do identify a user's browser. Cookies are useful to

estimate the overall number of users of the Website and determine traffic patterns through the Website.

If you do not wish to receive any cookies, you may set your browser to refuse cookies, but this may affect your ability to take full advantage of the services and resources on the Website.

### **Using your personal information**

Our purposes in collecting information about you can include:

- Inviting you to participate in our surveys, initiatives or other activities;
- Providing stakeholders with access to VCSA Program services and resources;
- Compiling, managing and analyzing reports, questionnaires and surveys completed by you and producing reports and/or ratings based on your responses;
- Responding to stakeholder queries or requests for information that you may direct to us;
- Administering and maintaining the Website;
- Improving VCSA services and resources.

### **Disclosing personal information**

If you participate in the California Air Resources Board (**CARB**) approved Verified Carbon Standard Offset Project Registry (the **Offset Registry**), we may disclose personal information to government agencies as appropriate in connection with the operation of the Offset Registry in accordance with the applicable CARB rules.

In order to deliver services and provide access to resources to you (including via the Website), and to improve those services and access, we may sometimes disclose your personal information to third parties such as affiliates, partners, service providers, independent contractors, consultants, off-site security storage or IT providers, website hosts and other partners of the VCSA.

We may also share and disclose non-personal, de-identified, and aggregated information for the purposes of research and promotional activities. For example, we may disclose aggregated data from website visitor reports, event registrations, stakeholder queries and surveys that you complete, and make such data available on the Website or through other mediums.

In addition, VCSA may disclose personal information in connection with a sale or transaction involving all or a portion of the business, and where required by applicable law.

### **Storage and security of your personal information**

VCSA will endeavor to take all reasonable steps to keep secure any user information, and to keep this information accurate and up to date. Your information is stored on secure servers that are protected in controlled facilities. We require our employees and data processors to respect the confidentiality of any personal information held by VCSA.

Please note also that VCSA may use overseas facilities to process or back up its information. As a result, we may transfer your personal information to overseas facilities for storage. However, this does not change any of our commitments to safeguard your privacy.

### **Links to other websites**

VCSA provides, through the Website, access to third-party websites where content is not controlled by VCSA. These linked websites are not under the control of VCSA, and we are not responsible for the content or the conduct of the organizations accessed via links to such third party websites through the Website. Before disclosing your personal information on any website, we suggest you examine the terms and conditions and privacy policy of that website.

### **Future changes**

VCSA may, from time to time, amend this Privacy Policy. Any such amendments will be posted on the Website and will take effect at least fourteen (14) days after such posting. Please therefore keep checking this VCSA Privacy Policy to ensure you are aware of the terms of the current version.