# **Privacy notice**

This document outlines our approach to privacy.

### What is a privacy notice?

Arc respects your privacy and is committed to handling your personal data in a safe and responsible manner, and in accordance with data protection legislation. We do not pass on any data to third parties except as explained below.

For the purposes of this privacy notice, personal data means any information that directly or indirectly identifies you, such as name or email address.

This policy was created in January 2024. It will be updated regularly.

You may at any time exercise your right to data deletion in accordance with data protection regulations. If you would like to do this or have any questions about this privacy notice, please contact us at Climate Arc, Second Home, 68-80 Hanbury Street, London E1 5JP, United Kingdom, or by email at <a href="mailto:info@climatearc.org">info@climatearc.org</a>.

#### Who we are

Climate Arc works to unlock private capital flows to meet global climate goals. Climate Arc has applied for tax exempt status as a 501(c)(3) public charity (EIN 93-2684544). We are registered in Delaware, United States.

#### How we use your personal data

We obtain personal information about you if you get in touch with us to find out more about our work, sign up to our newsletter, register for an event, use of our data products, apply to join our team, or apply to partner or work with us in another way, such as to be a vendor, grantee, funder or consultant. When you do this, we collect your personal information so that we can contact you and keep you updated.

We also automatically collect information when you visit our website, in the form of cookies. In general, we retain your personal data for the duration of our relationship with you, and for as long as necessary afterwards to comply with other legally required timeframes, such as tax legislation, or local laws.

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#### What are cookies?

Cookies are small data files that sit on your computer. They help make it better for you to use our website on future visits. They do not identify the individual user, just the computer used. You can choose which cookies you allow when you access our website. When you visit our website a cookie notice will appear and give you the option to select which, if any, cookies you allow.

#### How we track web use

We use Plausible Analytics to track use of our website, climatearc.org. Plausible carries out all site measurement anonymously, without cookies and without collecting personal or identifiable data.

Find out more about how Plausible works and its approach to privacy on their website here.

# **Email marketing communications**

From time to time, we will send you email communications in the form of a newsletter – to keep you up to date with our work, our events and recruitment opportunities. You can opt out of these emails at any time by clicking on the unsubscribe button at the bottom.

# If you apply for a job with us

If you apply to work at Arc, we will use the information you supply to us to process your application and to monitor recruitment statistics.

Personal data we collect during a recruitment process can include:

- Application forms and CVs, which may include name, date and place of birth, home address, language, contact details (phone, email), and information surrounding any disabilities chosen to be shared with Climate Arc
- Interview notes
- References from former employers
- · Background checks; and
- Assessment exercises

At any time during the recruitment process, you have the right to:

- Request a copy of your personal information;
- Request any inaccuracies in your personal information be corrected;
- You may also ask to object or restrict the processing of your personal data and have your personal information erased, where appropriate.

If you are unsuccessful in your application, we will keep your personal information for 12 months. If you request to join our talent pool to find out about future opportunities, we will keep your information for this purpose only for 12 months.

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# If you consume our data products via cloud data sharing or API

Our analytics platform will be released in 2024. Each time you access our analytics platform directly using either cloud data published via Snowflake Marketplace (or similar) or our API, your action is recorded and stored for further processing. The data captured through these interfaces is intended to facilitate seamless access to resources, analyze usage patterns, and offer personalized solutions to our users.

Types of data collected

Access logs – we collect access logs to monitor and track interactions with our systems, including but not limited to:

- IP addresses
- Timestamps
- Actions performed
- User identifiers

Usage information – information related to the use of our services, such as:

- Oueries made to APIs
- Data accessed or retrieved from cloud sources
- Frequency and duration of access

Metadata – certain metadata might be collected to ensure the security, integrity, and performance of the accessed data, which may include:

- File names
- File sizes
- Data structure details

The data collected from cloud data sources and APIs is primarily used for the following purposes:

- Service improvement analyzing usage patterns to enhance and optimize our services
- Security monitoring access for security purposes, including detecting and preventing unauthorized access or malicious activities
- Personalization tailoring user experiences and providing customized solutions based on usage behaviors and preferences
- Performance evaluation evaluating system performance and making necessary adjustments to ensure reliability and efficiency

#### If you are a partner or vendor

When we invite an organization to apply for funding or engage with other partners (such as potential donors or project partners), or if you are a vendor, we collect information such as

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names, email addresses and company details. We use this information to perform due diligence, manage invoicing and payments, and communicate with you.

### **Third parties**

We never sell, rent, loan, trade, or lease any personal information collected online or offline. And we do not share your data for marketing purposes unless you have actively consented to it.

In some circumstances we may share your data with a third party. For example, we do this when we run an event in partnership with other organizations which need your details to send you an invitation or share follow-up information (such as a summary or link to a film of the event). A data disclaimer in the registration form requests permission for this data sharing to occur.

We may be obliged to share your personal data with others such as to comply with judicial proceedings, court orders or legal process, or other laws and regulations.

## **Transferring your information outside Europe**

Arc is an international organization and your data may therefore be shared with our international teams. These countries may not have similar data protection laws to the EU. By submitting your personal data, you're agreeing to this transfer, storing or processing. If we transfer your information outside of the EU in this way, we will take steps to ensure that appropriate security measures are taken with the aim of protecting your privacy rights as outlined in this policy.

#### Links to and from other websites

Our website contains links to other websites run by other organizations. This privacy policy applies only to our website. We cannot be responsible for the privacy policies and practices of other sites.

In addition, if you linked to our website from a third-party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third-party site and recommend that you check their own policy.