



Union Portal Data Policy

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INTERNATIONAL UNION FOR CONSERVATION OF NATURE

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Distribution	Sent to all Union Portal Users, available on the Union Portal, and available on request.

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For further information contact:

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1. Introduction

IUCN, International Union for Conservation of Nature and Natural Resources (hereafter "IUCN") understands the importance of preserving the privacy of the users of the Union Portal (hereafter "Users").

The purpose of the Union Portal is to allow for networking, interaction and the sharing of information and data on a common platform between IUCN Members, National and Regional Committees, members of Commissions, members of Council and the IUCN Secretariat (referred to hereafter, for purposes of this Union Portal Data Policy, as "constituent(s) of the Union" and collectively as the "Union"). The Union Portal will foster networking and engagement, as well as the sharing of knowledge, information and expertise across IUCN, and will further provide the Union with a centralised and up-to-date directory of the constituents of the Union and the individuals affiliated with them.

This Union Portal Data Policy (hereafter "Policy") applies to the following three categories of data and information as each category is defined below in Section 1: (i) Personal Data of individuals affiliated with constituents of the Union, (ii) Organizational Data of constituents of the Union, and (iii) Content (hereafter referred to collectively as the "Information").

The purpose of this Policy is to ensure a clear and comprehensive understanding by the Users about the use and protection of the Information maintained and made available through the Union Portal.

The Information will be shared via the Union Portal, which is password protected, with the aid of a tool consisting of a search engine and a searchable directory.

The Union Portal administrator for the management and control of data is the IUCN Secretariat ("Portal Administrator").

If you have any specific queries or requests concerning your Personal Data or other Information or concerning the application of this Policy please contact the Portal Administrator by e-mail at supportportals@iucn.org.

2. Definition of Information

Following are the three categories of Information stored and maintained in IUCN's systems to which this Policy applies.

2.1 Personal Data

The Portal Administrator stores and maintains the following User Personal Data: prefix, other prefix, first name, last name, e-mail, parent organization or employer ("Employer"), preferred language, main phone, mobile phone, fax, organization department, job title, gender, address, PO Box, zip/postal code, city, state/province, country and role, photograph, Curriculum Vitae, a short biography, areas of expertise and geographical scope of expertise (hereafter "Personal Data"), as provided by the User in question. Only part of the Personal Data will be accessible on the Union Portal (please refer to article 3.1 specifically).

2.2 Organizational Data

The Portal Administrator stores and maintains the following User Organizational Data for all IUCN Members and National and Regional Committees: official English name, acronym, date of establishment, phone, fax, website, e-mail, address, PO Box, zip/postal code, city, state/province, country, logo, photograph(s), mission statement, brief description of key activities and related files, and, for IUCN Members, the membership category, membership code, areas of organizational expertise, geographical scope of organizational expertise and membership dues information ("Organizational Data").

2.3 Content

Portal Account Holders will be able to upload and download via the Union Portal information relevant to the Union that may include, without limitation: news, updates, documents, images, event information, opportunities, comments (hereafter "Content").

3. Disclosure of Information within the Union Portal

3.1 Personal Data

With respect to Personal Data referenced in section 2.1, the following User's Personal Data will be accessible to the Union: name, city and country where his/her office is located, professional e-mail, Employer and role/function within the relevant constituent of the Union, photograph, Curriculum Vitae, a short biography, areas of expertise and geographical scope of expertise. If the User decides to opt-out (as provided under section 6), his/her professional email address will not be made accessible to other Users and, reciprocally, he/she will not have access to other Users' professional e-mail addresses.

3.2 Organizational Data

Organizational Data for IUCN Members and National and Regional Committees will be accessible to the Union, with the exception of related files and, for IUCN Members, membership dues information, which will only be made available to Heads of Organizations, Primary Contacts, Additional Primary Contacts and Financial Contacts of that organization.

4. Privacy Protection, Security and Control

4.1 Personal Data

(i) IUCN shall not sell, trade, or otherwise disclose to third Parties any Personal Data available in the Union Portal.

(ii) The IUCN Secretariat will have full access to Personal Data for all purposes that are consistent with applicable law and with the mission and objectives of IUCN.

4.2 Organizational Data

The IUCN Secretariat will have full access to Organizational Data for all purposes that are consistent with applicable law and with the mission and objectives of IUCN.

4.3 Content

(i) User shall ensure that the Information posted on the Union Portal is protected under copyright and/or other intellectual property right laws, and User warrants that he/she has all rights to his/her use of the Information, including its posting on the Union Portal, and that such use is in accordance with applicable laws.

(ii) It is understood that

- a. the IUCN Secretariat shall have the right, in its sole discretion, to use Content uploaded through the Union Portal by any User for any and all purposes that are consistent with the law and with the mission and objectives of IUCN;
- b. by uploading Content through the Union Portal, each User is deemed to have consented to such use of that Content by the IUCN Secretariat; and
- c. each User wishing to use Content uploaded through the Union Portal by any other User shall have solely and fully the obligation and responsibility to secure any consent for the intended use that may be required under applicable law.

(iii) The IUCN Secretariat retains the right to remove any content or comments posted on the Members' Portal which it deems factually inaccurate, inflammatory or otherwise inappropriate.

5. Updating Personal Data and Organizational Data

5.1 Personal Data

(i) Users, other than IUCN Secretariat staff, wishing to correct, update or otherwise amend their Personal Data can do so via the “My Profile” section of the Union Portal. IUCN Secretariat staff can and is expected to perform this task via the Human Resources Management System (hereafter “HRMS”) or, in case the HRMS is not yet implemented in their office location, by contacting their local CRM manager.

(ii) The Portal Administrator shall also have the authority to update, amend and/or delete Personal Data, as necessary and appropriate, and consistent with applicable law.

5.2 Organizational Data

(i) Only Heads of Organizations, Primary Contacts, Additional Primary Contacts and Financial Contacts, as notified to IUCN in writing by IUCN Members and National and Regional Committees, will be able to amend Organizational Data via the “My Profile” section of the Union Portal.

(ii) The Portal Administrator shall also have the authority to update, amend and delete Organizational Data as necessary and appropriate, and consistent with applicable law.

6. Right to opt out

While the aim of the Union Portal is to foster networking, engagement, the sharing of knowledge, information and expertise across the Union, all Users, with the exception of IUCN Secretariat staff, will have the right at any time to ‘opt out’ of the obligation to share their e-mail address with the Union, as indicated in further detail in section 3.1

7. User’s Obligations

User shall not (i) sell, trade, or otherwise disclose any Personal Data to third-parties; (ii) use any other User’s Content without seeking the other User’s prior written consent in each instance; or (iii) use the Union Portal to send spam or any other junk email, or engage in any other conduct through the Union Portal that is contrary to or inconsistent with this Policy, or with applicable law, or with the mission or objectives of IUCN.

8. Linking to another site

The Union Portal contains links to websites of third parties over whom IUCN has no authority or control. IUCN is not responsible for the privacy practices within, or in connection with Users’ access to, any such other sites. You should duly consider this when you leave the Union Portal to access any such sites, and you may wish to read the privacy policies and/or terms of use applicable thereto.

9. Changes to the Policy

IUCN reserves the right to amend this Policy without notice, and any such amendments will be entered and reflected on an updated version of this page. The User’s regular review of this page will ensure his/her awareness of any changes in the provisions of this Policy

10. No guarantees

While this Policy provides standards and criteria for the collection and maintenance of Information and Contact Data, and while efforts will be made to meet the said standards and criteria, IUCN cannot and does not guarantee compliance with these standards and criteria when factors beyond its authority or control are involved.

11. The User's Consent

By using the Union Portal, the User agrees to abide by the terms and conditions of this Policy.

12. Minors

Individuals under 18 years of age must obtain and transmit to the Portal Administrator their parent's or guardian's written permission before registering on the Union Portal.

13. Release from liability, Indemnification

IUCN shall not be liable for any claims, losses and/or damages incurred by any Users in connection with the use or operation of the Union Portal.

The User shall indemnify and hold IUCN harmless from and against any claims, losses and/or damages made or sustained by third parties in connection with the User's use of the Union Portal including, without limitation, the User's infringement or violation of any intellectual property, privacy or other rights of a third party.

14. Use of cookies

As is the case for many websites, in order to enhance the User's experience, the Union Portal sets and uses cookies, such as retaining the User's personal settings. Cookies are pieces of data created when a User visits a site, and contain a unique, anonymous number. They are stored in the cookie directory of the User's hard drive, and do not expire at the end of a session. Cookies do not contain any personal information about the User and cannot be used to identify an individual User.

Although the User's browser may be set up to allow the creation of cookies, the User can specify whether he/she wishes to be prompted each time before a site puts a cookie on his/her hard disk, so that the User can decide whether to allow or disallow the cookie. Alternatively, the User can set his/her computer so that it will not accept any cookie. The User's IT service provider can assist with this technical feature.

15. Contact information

For any questions about this Policy or the Union Portal, please contact the Portal Administrator by e-mail at supportportals@iucn.org.