



Privacy Notice

WHO ARE WE AND WHAT DO WE OFFER?

We are Built By Nature (“BbN”). Our vision is for the built environment to work in harmony with nature. Our network supports pioneering developers, architects and engineers, asset owners and managers, investors and insurers, city leaders, academics, researchers, non-profits, contractors and policymakers in their journey to decarbonise our built environment and protect nature. Additionally, we have developed a Knowledge Hub where we share insights and best practices in creating a sustainable built environment (the Platform).

You can access our Platform through our Website: builtbn.org. The use of the Platform, the Website and any other services we offer are collectively called: our Service

PERSONAL DATA AND CONTROLLER

We process Personal Data. Personal Data means all information by which a person can be directly or indirectly identified. Under the General Data Protection Regulation (GDPR) we are the so-called Controller of your Personal Data. If you have questions about the processing of your Personal Data, you can always contact us through the contact details listed at the bottom of this Privacy Notice. We apply the following principles to ensure that we process your Personal Data in accordance with the GDPR:

- We will collect and process Personal Data in a lawful and fair way.
- Sensitive data (such as race, ethnicity, medical history etc.) is only processed when permitted under applicable laws.
- We are transparent about the purposes of the use of the Personal Data we process. This Privacy Notice is the primary tool to achieve this transparency.
- We keep Personal Data accurate, complete, and up to date. At the end of this Privacy Notice, you can find how you can request that we update your Personal Data.
- We implement appropriate technical and organisational measures to protect and secure Personal Data, for example by limiting access rights to authorised persons only.
- Where required, we will report data breach to the relevant data protection authorities in the timelines stipulated by applicable data protection law. If you encounter a possible personal data breach, please report it to contact@builtbn.org immediately.



WHAT PERSONAL DATA DO WE COLLECT AS CONTROLLER?

We will process your Personal Data if you create an account on our Platform (Users) or if you work at or are one of our grantees, suppliers, or partners (Representatives). We may also process Personal Data in a general context, e.g. via our Website and social media accounts (General). Finally, if you apply for a job at BbN we will also process your Personal Data (Applicants).

IF YOU ARE A USER, WE MAY PROCESS THE FOLLOWING PERSONAL DATA:		
Personal Data	Purpose(s)	Legal basis
<p><i>When you create an account and access our Platform:</i></p> <ul style="list-style-type: none"> • First and last name; • E-mail address; • If applicable, your company; • What kind of stakeholder you are; • The country you are working from; • Your password. 	<p><i>We use this information to:</i></p> <ul style="list-style-type: none"> • Register your account; • Know and monitor who has access to our Platform; • Maintain our network; • Provide you access to non-public parts of our Platform; • Secure our Platform; and • Tailor our content and Services to your needs based on your role. 	<p>We may process the Personal Data to perform our contract with you and because we have a legitimate interest to (i) ensure that our Platform remains protected from hacking and other security risks, (ii) personalise our Platform to fit your needs and (iii) maintain our network of partners.</p>

IF YOU ARE A REPRESENTATIVE, WE MAY PROCESS THE FOLLOWING PERSONAL DATA:		
Personal Data	Purpose(s)	Legal basis
<p><i>When we are in contact:</i></p> <ul style="list-style-type: none"> Your name; Contact details; and The content of the correspondence. 	<p><i>We use this information to:</i></p> <ul style="list-style-type: none"> Discuss and execute the business relation between us and the company you represent; Maintain our network. 	<p>We may process the Personal Data, because we have a legitimate interest in being in contact with you in order to execute our business relationship with the company you represent as well as in order to maintain our network of partners.</p>
<p><i>If you apply for a grant from our fund:</i></p> <ul style="list-style-type: none"> Personal Data in the fund application itself, such as contact details, CV's, and job titles; (Meeting) notes related to the fund application process; and Our correspondence about the application. 	<p><i>We use this information to:</i></p> <ul style="list-style-type: none"> To verify your identity; Consider your grant application; and Communicate with you about the grant (including to monitor your work if a grant is awarded). 	<p>We may process the Personal Data because we have a legitimate interest in selecting the most fitting grant application(s) we want to fund.</p>
<p><i>Payment information (*):</i></p> <ul style="list-style-type: none"> Name, e-mail address, invoicing details, bank details (account number, IBAN and BIC-code) and a VAT identification number. 	<p><i>We use this information to:</i></p> <ul style="list-style-type: none"> Send you invoices; Process and administer payments; Maintain our list of accounts receivable and outstanding invoices; and Include in our administration on behalf of the tax authorities. 	<p>We may process the Personal Data to perform our contract with you.</p> <p>We are also legally obligated to share (some of) the data with the national tax authorities.</p>

* Payment information of companies may sometimes qualify as Personal Data, for example if the business is a freelance entrepreneur (ZZP'er).

WE MAY PROCESS PERSONAL DATA IN GENERAL WHEN:		
Personal Data	Purpose(s)	Legal basis
<p><i>Technical information:</i></p> <ul style="list-style-type: none"> Information on your device type, browser type, session date and time, IP address and browser type; and Cookies (ie related information). 	<p><i>We use this information to:</i></p> <ul style="list-style-type: none"> Communicate in the same language of the browser; Adapt our Website to the used device; Enable you to use our Website; and Improve the usability of our Website. 	<p>We may process the Personal Data because we have a legitimate interest to do so, i.e. to provide you with a good functioning Website and improve our Services for our Users.</p>
<p><i>Via our social media pages:</i></p> <ul style="list-style-type: none"> Information of visitors who leave a comment or otherwise post something on our social media pages, including the Personal Data within these comments and/or posts. 	<p><i>We use this information to:</i></p> <ul style="list-style-type: none"> Contact the visitors in reply of their post and/or comment via our social media pages; and Process the feedback left on our social media pages. 	<p>We may process the Personal Data, because we have a legitimate interest to respond to your input, use it to improve our Services, and because the visitors voluntarily made public such information.</p> <p>Our social media pages are also controlled by the platforms themselves. Please check their own privacy notices, to see how each social medium handles Personal Data.</p>
<p><i>If we contact one another:</i></p> <ul style="list-style-type: none"> Your name; Contact details; Where applicable, your company; and The content of the correspondence. 	<p><i>We use this information to:</i></p> <ul style="list-style-type: none"> Maintain and stay in contact with our network in order to offer our Services; Answer your questions and/or handle any complaints; Support you in using our Services; and Improve our Services as a result of questions and feedback from you. 	<p>We may process this Personal Data, because we have a legitimate interest to contact and assist you based on your comment or question and to improve our Services as a result of the questions and feedback we receive.</p>

<p><i>When we create statistics of our network:</i></p> <ul style="list-style-type: none"> • Your function role; • Your company; • What kind of stakeholder you are; and • The country you are working from. 	<p><i>We use this information to:</i></p> <ul style="list-style-type: none"> • Anonymise your Personal Data in order to gain insight into our network by creating statistics (such as: “20% of our network is based in Spain”). 	<p>We may process this Personal Data, because we have a legitimate interest in creating statistics in order to gain insight into our network.</p>
<p><i>If you subscribe to our newsletter:</i></p> <ul style="list-style-type: none"> • Name and surname; • E-mail address; and • What links in our newsletter you click on. 	<p><i>We use this information to:</i></p> <ul style="list-style-type: none"> • Send you our newsletter and keep you informed on all our (future) Services; and • Optimise our Services. 	<p>We may process this Personal Data, if you gave us your consent to do so (by subscribing through our Website).</p> <p>We may track the clicks in our newsletter, because we have a legitimate interest to analyse how our newsletter is received and optimize our Services.</p> <p>In every newsletter, there is a link through which you can unsubscribe.</p>
<p><i>If you visit one of our events:</i></p> <ul style="list-style-type: none"> • Name; • Organisation you represent; • Country/region where your organisation is located; • What type of organisation you represent; and • Reason of interest in our event. 	<p><i>We use this information to:</i></p> <ul style="list-style-type: none"> • Keep a register of attendance to our events; and • To track statistics of interest in our events. 	<p>We may process this Personal Data, because we have a legitimate interest to register attendance of our events and to record why visitors are interested in our events.</p>

WE MAY PROCESS PERSONAL DATA IF YOU ARE AN APPLICANT:		
(Personal) data	Purpose(s)	Legal basis
<p><i>Contact details:</i></p> <ul style="list-style-type: none"> • Name; • E-mail address; • Address; and • Telephone number. 	<p><i>We use this information to:</i></p> <ul style="list-style-type: none"> • Contact you about the application. 	<p>We may process this Personal Data, because we have a legitimate interest in processing this Personal Data. We need the data to get (and keep) in touch with the Applicant and to process and review the application.</p>
<p><i>Application information:</i></p> <ul style="list-style-type: none"> • Information provided by the Applicant, among others: Personal Data included in the Curriculum Vitae and motivation letter, qualifications, photo, gender and day of birth. 	<p><i>We use this information to:</i></p> <ul style="list-style-type: none"> • Assess whether the Applicant suits the job and BbN; and • Determine which Applicant is the most suitable candidate. 	<p>We may process this Personal Data, because we have a legitimate interest in processing this Personal Data and because the Applicant provides this data itself and voluntarily. We need the data to get (and keep) in touch with the Applicant and to process and review the application.</p>
<p><i>Information retained during application process:</i></p> <ul style="list-style-type: none"> • Notes from interviews. 	<p><i>We use this information to:</i></p> <ul style="list-style-type: none"> • Assess whether you suit the job and BbN; and • Determine which Applicant is the most suitable candidate. 	<p>We may process this Personal Data, because we have a legitimate interest in processing this Personal Data. We need the data to get (and keep) in touch with the Applicant and to process and review the application.</p>
<p><i>Information from public sources:</i></p> <ul style="list-style-type: none"> • Information in public profiles, such as LinkedIn and other social networks (where applicable). 	<p><i>We use this information to:</i></p> <ul style="list-style-type: none"> • Assess whether you suit the job and BbN; and • Determine which Applicant is the most suitable candidate. 	<p>We have a legitimate interest to process this Personal Data as we need them to process and assess the application.</p>



MANDATORY INFORMATION

When you engage our Services, it may be legally or contractually required that you provide us with certain Personal Data, as indicated with a (*). For example, we may need information regarding your contact details so that we can contact you. Where you do not provide us with such information, this will usually imply that we will not be able to provide you with specific Services or perform part of our agreement with you.

HOW LONG DO WE KEEP THE PERSONAL DATA?

We will not process or store any Personal Data that we do not need. In general, we store Personal Data for as long as we need it for the above purposes, unless we are legally obliged to retain the Personal Data for a longer period. In this respect, we apply the following retention periods:

Newsletters We retain the Personal Data used for sending newsletters until you unsubscribe from our newsletter. We retain your email address after you have unsubscribed in order to ensure that you are not emailed again in the future.

Personal Data in our correspondence This data is stored as long as necessary to handle your message/question/complaint and for a period of 7 years thereafter.

Personal Data in our records for the (tax) authorities This data is stored for seven (7) years, unless we are legally obliged to retain the data for a longer period.

Other Personal Data As long as necessary for the purposes for which they are collected.

After expiry of the aforementioned retention period(s), we may process and retain certain Personal Data to comply with legal retention obligations and/or for fraud/misuse investigations or to substantiate a (judicial) claim. In such events, we will retain the Personal Data separately and only use such Personal Data for the aforementioned purposes.



DO WE SHARE YOUR PERSONAL DATA WITH OTHERS?

Processors

We work with third parties who process personal data on our behalf (**Processors**). By doing so, we continue to uphold responsibility for ensuring protection of your Personal Data during such processing. These Processors may only use or disclose the Personal Data collected and processed by us within the scope of our instructions to them and under no circumstances for other purposes. We enter into a data processing agreement with all our Processors.

For instance, we use Processors for:

- Event registration;
- Managing our IT infrastructure;
- Financial management;
- Email management and communication; and
- Sending newsletters.

CONTROLLERS

We might also share your personal data with third parties who use it for their own purposes (Controllers). Once they have your Personal Data, it is their responsibility to protect it. To know how these parties handle personal data, you can check their privacy notices. We share Personal Data with:

- Tax authorities: We are legally obliged to include (some of) the Personal Data in our financial administration, which must be shared with the national tax authority.
- Suppliers: Only if this is necessary to handle the case. For example, insurers, government agencies and similar parties.

Apart from the above, we will only share Personal Data with third parties if the law obliges us to, if you give your permission or if this is necessary in special situations such as:

- The protection of our own interests or those of third parties; or
- Dealing with a legal case.

EXPORT OF PERSONAL DATA OUTSIDE THE EUROPEAN UNION

We may transmit Personal Data to parties outside the European Union, if one of our Processors or Controllers is established outside the European Union. Personal Data will only be transferred to countries and/or parties that provide an adequate level of protection in accordance with the European standards, or if we have contractual safeguards in place. You may contact us if you wish to receive more information or a copy of the safeguards we take in this scope.

THIRD PARTY WEBSITES

You may find advertising or other (hyper)links on our Website that link to the websites, products and services of partners, suppliers, advertisers, sponsors, licensors or other third parties. We do not control the content or the links that appear on these websites and we are not responsible for the practices employed by websites linked to or from our Website. In addition, these websites, products, and services, including their content and links, may be constantly changing. These websites, products and services may have their own privacy notices, user terms and customer service policies. Browsing and interaction on any other website, including websites that are linked to or from our Website, are subject to the terms and policies of that website.

CHANGES TO THE PRIVACY NOTICE

The Privacy Notice may be changed from time to time. Please check our Privacy Notice frequently. The new Privacy Notice will be effective immediately upon posting on our Website. If we change our Privacy Notice significantly, then we will state so on our Website together with the revised Privacy Notice.

YOUR RIGHTS AS A DATA SUBJECT AND OUR CONTACT DATA

You have the right to...

 <p>Access You can ask us to provide access to, and a copy of, your personal data along with additional relevant details.</p>	 <p>Data portability You can ask us to give you your personal data in a format that you can easily use elsewhere.</p>
 <p>Rectification You can ask us to rectify any inaccuracies or complete any incompleteness in your personal data.</p>	 <p>Restrict processing You can ask us to stop using your personal data, but still keep it stored.</p>
 <p>Erasure You can ask us to erase your personal data, a right often referred to as "the right to be forgotten".</p>	 <p>Withdraw consent You can ask us to stop using your personal data for the purpose we requested your consent for. This does not impact the legality of any prior or other uses of your data.</p>



Object
You can ask us to stop using your personal data for things like direct marketing or for our own business needs.

You are always entitled to file a complaint with a data protection supervisory authority if you believe that we are not processing your personal data in accordance with the GDPR. In the Netherlands, the supervisory authority for data protection is: Autoriteit Persoonsgegevens - <https://www.autoriteitpersoonsgegevens.nl>

If you have questions or concerns about this Privacy Notice or your privacy, you can contact us at contact@builtbn.org.



DETAILS	
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