



Green The Environment (GTE)

Data Protection Policy of Green The Environment



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1. INTRODUCTION

1.1 Green The Environment (GTE) values transparency and the privacy of individuals who engage with our services, both online and offline. This Data Protection Policy, also referred to as our Privacy Notice, aims to clearly outline how GTE collects, uses, stores, and protects your personal data. Transparency is at the heart of our operations, and we take great care in safeguarding the data you trust us with.

1.2 If you have any questions about this policy or if any part is unclear, we encourage you to contact us at dataprotection@greentheenvironment.org. We welcome your feedback to help improve our approach to data protection, as we are committed to maintaining your trust.

2. ABOUT US

2.1 Green The Environment is a non-governmental organization (NGO) that focuses on environmental protection, climate action, and sustainability. Our mission is to raise awareness and drive meaningful change towards creating a cleaner, greener world through advocacy, policy reform, and grassroots engagement.

2.2 GTE operates globally and engages with individuals, businesses, and government bodies to create long-term environmental solutions. As part of our commitment to a sustainable future, we emphasize responsible data collection and protection.

2.3 This policy applies to all users interacting with our website, mobile applications, social media platforms, and any other digital or offline engagement, including staff members, newsletter subscribers, volunteers, donors, partners, suppliers, and vendors.

3. DATA PROTECTION LEGAL REQUIREMENTS

3.1 GTE processes your personal data only to the extent permissible under applicable data protection laws, including the **UN Data Protection Policies** and **Digital Security Act 2018** in Bangladesh, as well as other relevant laws in the countries where we operate.

3.2 GTE acts as the **Data Controller** under these laws, meaning we determine the purposes and means of processing your personal data. We are committed to complying with data protection standards globally, including the **EU GDPR** where applicable.

3.3 The Data Protection Compliance Team at GTE is responsible for ensuring our adherence to these laws and upholding the privacy of your data.

4. TYPES OF PERSONAL DATA WE COLLECT

4.1 Depending on our relationship with you, we may collect the following types of personal data:

- **Identity Data** (name, title, date of birth).
- **Contact Data** (phone number, email address, home address).
- **Profile Data** (your interests, professional experience, environmental activities).
- **Financial & Transaction Data** (donation records, invoices, payment details).
- **Technical & Usage Data** (IP address, browser type, operating system, page visits).

4.2 We may also collect **Aggregated Data** for statistical or research purposes, which does not identify individuals but is used to analyze broader patterns.

4.3 **Special Category Data** such as health-related information may be collected only, when necessary, for instance, if you are participating in a health-related environmental initiative, and only with your explicit consent.

5. "I AM A WEBSITE USER," "I AM AN APP USER," OR "I AM A NEWSLETTER SUBSCRIBER"

5.1 What do we collect?

We collect **Technical & Usage Data** (cookies) for tracking and improving our website and app. Additionally, we may collect **Identity Data**, **Contact Data**, and **Communications & Marketing Data** if you subscribe to newsletters or interact with us directly.

5.2 How do we collect this data?

Data is collected through cookies and other tracking technologies when you visit our website or use our mobile app. We may also collect data when you contact us or participate in events and surveys.

5.3 Legal grounds for processing:

- **Consent:** When you provide your data voluntarily, such as subscribing to our newsletter or contacting us.
- **Legitimate Interests:** Our need to run and improve our services, including communications and marketing.

Legal Obligation: If processing is required to meet legal, regulatory, or compliance obligations.

6. "I AM SEEKING TO JOIN GTE AS A MEMBER OR A VOLUNTEER" OR "I AM APPLYING FOR A POSITION"

6.1 What do we collect?

We collect **Identity Data**, **Contact Data**, **Profile Data**, and **Communications & Marketing Data** (e.g., your resume, references, job application forms).

6.2 How do we collect this data?

Data is collected through your direct interactions with us, such as job applications, volunteering registration, or through third-party recruitment agencies.

6.3 Legal grounds for processing:

- **Consent:** When you voluntarily submit your data for employment or membership purposes.
- **Contract:** We process your data to consider your application for employment or volunteering roles.

7. "I AM A POTENTIAL SUPPLIER/VENDOR" OR "I AM AN EXISTING SUPPLIER/VENDOR"

7.1 What do we collect?

We collect **Technical & Usage Data**, **Identity Data**, **Contact Data**, **Profile Data**, and **Financial & Transaction Data** related to your engagement as a supplier or vendor.

7.2 How do we collect this data?

Data is collected automatically through our websites, or directly via communications with you or your company.

7.3 Legal grounds for processing:

- **Contract:** Data is necessary for contractual obligations, such as the supply of goods and services.
- **Legitimate Interests:** To ensure business operations, planning, and strategic relationships.
- **Legal Obligation:** For compliance with financial, tax, and legal obligations.

8. SHARING YOUR PERSONAL DATA

8.1 Who do we share your data with?

We only share your personal data when necessary, and we ensure that recipients uphold the same data protection standards.

8.2 Who might we share your data with?

- **Employees and contractors** at GTE who require access to perform their duties.
- **Third-party service providers** such as technology companies, payment processors, and professional advisors who assist us with operations.
- **Legal authorities** or regulators when necessary, to comply with legal or regulatory obligations.

8.3 Data Protection Safeguards

We require third parties to comply with confidentiality and data protection obligations and ensure appropriate safeguards are in place to protect your personal data.

9. TRANSFERRING DATA ACROSS BORDERS

9.1 GTE may transfer your personal data to third-party organizations outside of your country of residence. When this occurs, we ensure that the transfer is protected by legal safeguards, such as contractual agreements that guarantee an adequate level of protection for your data.

9.2 We ensure compliance with **UN Data Protection Policies** and other international frameworks regarding cross-border data transfers.

10. DATA RETENTION

10.1 We will only retain your personal data for as long as necessary to fulfill the purposes for which it was collected, including legal, tax, or regulatory requirements.

10.2 Retention periods:

- Employment and volunteer data: Retained for up to **6 months** after the application process.
- Donor and financial records: Retained in accordance with financial regulations for up to **10 years**.
- General website data: Typically retained for **2 months** or as required for operational purposes.

11. YOUR DATA SUBJECT RIGHTS

11.1 You have rights in relation to your personal data, including the right to access, rectify, delete, or restrict processing, and to object to processing or withdraw consent where applicable.

11.2 You can exercise these rights by contacting our **Data Protection Compliance Team**.

If you are dissatisfied with how we handle your personal data, you have the right to lodge a complaint with the relevant data protection authority.

12 DATA SECURITY

12.1 We take the security of your personal data seriously and implement appropriate technical and organizational measures to safeguard it. This includes encryption, firewalls, and strict access controls.

12.2 While we apply best practices in data security, please be aware that no method of electronic transmission or storage is 100% secure.

13. THIRD-PARTY LINKS AND SOCIAL MEDIA PLUGINS

13.1 Our website may contain links to third-party sites, plug-ins, and applications. These third-party services may collect your data. We do not control these external websites and encourage you to review their privacy policies.

14. CONTACT US

14.1 For any questions or concerns about our Data Protection Policy, please contact our **Data Protection Compliance Team** at dataprotection@greentheenvironment.org or by post:

Green The Environment

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14.2 If you are not satisfied with how we handle your personal data, you have the right to contact the relevant Data Protection Supervisory Authority.

15. GLOSSARY

- **Consent:** An individual's clear, informed, and voluntary agreement for their personal data to be processed.
- **Data Controller:** The entity that determines the purposes and means of processing personal data.
- **Personal Data:** Any information relating to an identified or identifiable individual.
- **Processing:** Any operation or set of operations performed on personal data, such as collection, storage, or use.

16. Adoption and Amendment

This **Data Protection Policy** was adopted by Green The Environment on January 1, 2025. This policy may be updated periodically, with the latest version being published on our website. All amendments will be approved by the Board.



Azad Mia
Executive Director
Green The Environment
Dhaka, Bangladesh

