

# Personal Data Treatment, Data Exchange and Information Request Policies and Procedures

## I. Objectives of the Personal Data Treatment and Data Exchange Policy

GLOBAL CARBON STANDARD (hereinafter “GCS” or the “Company”), a company incorporated in the United States of America, as Responsible for Personal Data Treatment, is committed to the security of Personal Data for its users, clients, suppliers, shareholders, employees, and the general public. GCS is fully dedicated to complying with current regulations regarding Personal Data protection and Data Exchange under U.S. law and international standards such as the International Data Spaces (IDSA) Protocol. This document represents GCS's Personal Data Treatment Policy (hereinafter the “Policy”).

In this Policy, GCS outlines the general corporate guidelines applied to protect the Owners' Personal Data, including the purpose of collecting the information, the rights of the Owners, the department responsible for addressing questions and complaints, and the procedures for acquiring, updating, correcting, or deleting the information.

This policy applies to all Personal Data Treatment and Data Exchange carried out by GCS concerning its employees, representatives, agents, shareholders, clients, contractors, and third parties with whom agreements are made for Personal Data Treatment activities and Data Exchange, both within the United States and internationally. It applies to all instances where Personal Data is treated as a result of the relationship between the company and the data subject, whether that Treatment is conducted by GCS or third parties commissioned for such purposes.

In compliance with the U.S. legal framework for data protection, GCS collects Personal Data only after receiving explicit authorization from the Owner. GCS also ensures the confidentiality and privacy of Personal Data to prevent unauthorized, fraudulent, or malicious access, use, or alteration.

## II. Definitions Applicable to the Data Treatment and Exchange

The following terms shall have the meanings defined below:

- Personal Datum: Any information that can be associated with one or several identified or identifiable individuals.
- Public Datum: Data that is not semi-private or private, including information about civil status, profession, or trade, and the contents of public records or official documents.
- Sensitive Datum: Any data that relates to the Owner’s intimacy or could lead to discrimination if misused.
- Person in Charge of Data Treatment: The individual or entity that, either alone or jointly with others, carries out the Personal Data Treatment process on behalf of the Responsible Party.
- Policy for Personal Data Protection: This document.
- Party Responsible for the Treatment: The individual or entity that makes decisions about the Database or Data Treatment. In this case, this is GCS.
- Owner: The individual whose Personal Data is subject to Treatment.



- (h) Transfer: The act of sending Personal Data from the party responsible for Data Treatment (located in the U.S.) to a third party, whether domestic or international.
- Transmission: Personal Data Treatment involving communication to a third party, which will use the Data on behalf of the responsible party.
- (j) Treatment: Any operations performed on Personal Data, such as collecting, storing, using, circulating, or deleting it.
- (k) Exchange or transfer: Any operation performed on Data involving the transfer or trading of information from one party to another, whether internally or externally

### III. Authorization

The collection, storage, use, circulation, or deletion of Personal Data by GCS requires the free, prior, express, and informed consent of the Data Owner.

When collecting Personal Data, GCS will ask the Owners for authorization, clearly outlining the specific purpose of the Treatment for which the consent is being obtained.

GCS will only treat Sensitive Data when the Owner has explicitly granted their authorization, except in cases where authorization is not required by law. In all cases, GCS will not impose conditions on providing Sensitive Data.

The Owner's authorization may be given in writing, verbally, or through clear actions that indicate consent. This authorization may be documented through physical or electronic means, or through a technical mechanism such as a click or double-click to indicate consent.

### IV. Purpose of Data Treatment

GCS collects Personal Data for various purposes, including but not limited to the following:

- Collecting and storing Personal Information in the company's databases.
- Using Personal Data for communications, promotions, or to offer products and services as part of GCS's internal strategies.
- Using Personal Data for administrative or commercial purposes, such as preparing and submitting bids, conducting market research, statistical analysis, or offering loyalty programs.
- Keeping historical records and maintaining contact with the Personal Data Owners.
- Verifying, validating, or checking the accuracy of Personal Data.
- Studying and analyzing the collected Information to improve products, services, and customer support.
- Sharing Personal Data with third parties that manage storage and administration, under strict security and confidentiality measures.
- Sending marketing communications, updates, and promotional information via email, SMS, or other communication methods.
- Managing fraud control, money laundering prevention, and terrorist financing monitoring.
- Asset management and operational use.
- Conducting market studies to determine consumer preferences.
- Entering into commercial agreements or organizing institutional events with third parties.
- Reporting on new products or services.



- Sharing information with suppliers, insurance companies, legal counsel, and subcontractors who require access to Personal Data.
- Complying with legal obligations, including reporting to administrative bodies and competent authorities.
- Interacting with stakeholders for commercial activities or partnerships.
- Ensuring the security and proper operation of GCS's physical premises.

## V. Procedures for Personal Data Treatment

To protect the confidentiality of the Owner's Personal Data, GCS has defined the following procedures for accessing the information stored in its databases:

If an individual wishes to know what Personal Data GCS holds, they should send a request to the email: [info@globalcarbonstandard.org](mailto:info@globalcarbonstandard.org) or write to GCS's office address, specifying their request and providing a means of contact. The request must be signed by the Owner or their authorized representative.

GCS will reply to the request within ten (10) business days. If this is not possible, the individual will be informed of the delay and the new expected response time. There will be no charge for the Owner to review their information at least once per year.

## VI. Information and Mechanisms Established by Global Carbon Standard

Company name: Global Carbon Standard

Tax ID: EIN 99-1865125

Address: Grand Forks, North Dakota, United States

Telephone: +1 701 610 9608

Email: [info@globalcarbonstandard.org](mailto:info@globalcarbonstandard.org)

Website: <https://globalcarbonstandard.org>

### Guarantees:

As the party responsible for Personal Data Treatment, GCS provides the following guarantees:

- Personal Data is stored under the best technological systems and measures to prevent unauthorized access or misuse.
- GCS ensures that Personal Data is preserved with the highest security standards.
- The Owner may request the deletion of their Personal Data or revoke their authorization at any time, provided there is no legal or contractual obligation to retain the data.

## VII. Rights of the Personal Data Owner

- The right to know, update, and rectify their Personal Data through GCS.
- The right to request proof of authorization granted to GCS for Treatment.
- The right to be informed about the use of their Personal Data.
- The right to file a complaint with relevant authorities in the case of policy violations.
- The right to revoke authorization or request deletion of Personal Data if Treatment violates legal principles.
- The right to abstain from providing Sensitive Data.



- The right to access Personal Data at no cost at least once per year.

### VIII. Duties of the Party Responsible for Treatment

GCS, as the party responsible for Data Treatment, is obligated to:

- Guarantee the full exercise of the Owner's right to habeas data.
- Request and retain proof of the Owner's authorization.
- Notify the Owner of the purpose for which their Data is collected.
- Keep the Data using appropriate security measures to prevent unauthorized changes or access.
- Correct any inaccuracies in Personal Data as soon as they are identified.
- Ensure that third parties handling the Data adhere to the security and privacy standards established by this Policy.

### IX. International Use and Transfer of Personal Data

GCS may transfer and transmit Personal Data internationally for its corporate objectives. Any international transfers will be done under strict compliance with U.S. laws, International exchange standards, and applicable data protection requirements. The data will only be used for purposes directly related to GCS and will not be used for other purposes.

### X. Duration of this Policy

GCS's Personal Data Treatment Policy is effective as of its publication. Personal Data will remain in GCS's database for the duration of the contractual relationship or as required for the purposes outlined in this Policy.

### XI. Information Request Procedure

Global Carbon Standard is committed to transparency and accountability. We strive to make all necessary regulatory and informational documents publicly available. However, if any document cannot be found, it may be requested through the process outlined below.

**Purpose:** To outline the process for requesting access to documents not publicly listed and ensure transparency while respecting confidentiality, privacy, and other data restrictions.

**Policy Statement:** Documents not publicly listed by Global Carbon Standard may be requested by the public. Such documents will be made available upon request, subject to confidentiality, privacy, and other data restrictions.



## Procedure:

### 1. Request Submission:

- Individuals may submit a request for information by emailing [info@globalcarbonstandard.org](mailto:info@globalcarbonstandard.org) or by using the online form available on our website.
- The request should include the specific documents or information sought and the reason for the request.

### 2. Review Process:

- Upon receipt of a request, our team will review the document to determine if it can be disclosed, considering confidentiality, privacy, proprietary and other data restrictions.
- If the document contains sensitive information, it may be redacted before release, or the request may be denied with an explanation.

### 3. Response Time:

- We will acknowledge receipt of the request within five business days.
- A determination will be made, and the requester will be informed of the outcome within 20 business days.

### 4. Disclosure:

- If the document is approved for release, it will be provided to the requester electronically.
- Publicly releasable documents will be made available on our website or through other appropriate channels.
- Contact Information: For more information or to submit a request, please contact:
  - Email: [info@globalcarbonstandard.org](mailto:info@globalcarbonstandard.org)



## Document History

Version	Date	Comments or Changes
1.0	5/9/2024	Published version

