

IGCC Privacy Policy

August 2017

About this Privacy Policy

The Investor Group on Climate Change ("**IGCC**") is a collaboration of Australian and New Zealand investors focussing on the impact that climate change has on the financial value of investments.

IGCC aims to:

- Raise awareness of the potential impacts, both positive and negative, resulting from climate change to the investment industry, corporate, government and community sectors;
- Encourage best practice approaches to facilitate the inclusion of the impacts of climate change in investment analysis by the investment industry; and
- Provide information to assist the investment industry to understand and incorporate climate change into the investment decision.

This Privacy Policy applies to IGCC ("**us**") and explains how we handle personal information and comply with the requirements of the privacy laws of Australia as amended from time to time including the *Australian Privacy Principles* ("**Privacy Laws**"). We recognise the importance of your privacy, and that you have a right to control how your personal information is collected and used.

1. Types of personal information we collect

We collect personal information from our website users, including investors, members (existing and prospective), suppliers, contractors, and other individuals for various business and other purposes further listed in section 3 below.

The types of personal information IGCC will collect from you will depend on the circumstances in which that information is collected, and may include:

- contact details, including your name, address, email, phone details
- information about your employment, including your place of work, position and authority to transact with us
- information required for you to become an IGCC member
- age, gender and information required in relation to our events including dietary requirements and other personal lifestyle preferences
- photography and audio taken at IGCC events
- statistical information regarding the use of our website, including website users' IP addresses and the dates and times of visits

- information necessary to make electronic payments to IGCC including payment gateway and/or bank account details.

2. How we obtain personal information

We usually collect personal information through:

- our websites
- use of social media
- IGCC events and event registrations, both past and prospective
- Meetings and business cards
- Invoices, email signatures and other communications between you and IGCC
- responses to surveys or research conducted by us or on our behalf
- membership applications

Where practicable, we will collect personal information directly from you. If we receive information about you from someone else (for example from someone who supplies goods or services to us), we will take reasonable steps to ensure you are aware that we have collected personal information about you and the circumstances of the collection.

3. How we use personal information

We will only use and disclose your personal information in accordance with Privacy Laws and this Privacy Policy.

We collect, hold, use and disclose personal information so that we can:

- conduct research and surveys and analyse statistical information, and to produce reports based on this research
- host events and provide event invitations
- maintain statistics as to membership details including for use in our annual report
- supply services to our members and to tell you about services that we think may be of interest to you
- conduct and improve our business
- obtain products and services from our suppliers
- respond to enquiries from existing or prospective members seeking information about our services
- comply with legislative and our policy requirements

We generally explain at the time we collect personal information how we will use or disclose that information. We will only use or disclose personal information for a purpose other than for which it was collected or a related purpose if you have consented to such different use or disclosure or such use or disclosure is otherwise allowed by the Privacy Laws.

In carrying out our business, it may be necessary to share information about you with other organisations, such as those that provide services to us. We would not otherwise routinely disclose personal information to another organisation unless:

- required by law
- we believe it is necessary to provide you with a product or service which you have requested
- it is necessary to protect the rights, property or personal safety of any of our customers, any member of the public or our interests
- the assets and operations of our business are transferred to another party as a going concern
- you have provided your consent.

4. Direct marketing

We may from time to time send marketing materials to current or prospective members. We only do so in accordance with applicable laws or with your prior consent.

If you receive promotional information from us and do not wish to receive this information any longer, please contact IGCC at the contact details provided in section 13 below asking to be removed from our mailing lists, or use the unsubscribe facilities included in our marketing communications.

5. Who we exchange personal information with

IGCC is committed to upholding the Privacy Laws. Accordingly, we may exchange information with third parties where this is permitted by law or for any of the purposes mentioned in section 3.

Like most large organisations, we use a range of service providers to help us maximise the quality and efficiency of our services and our business operations. This means that individuals and organisations outside of IGCC will sometimes have access to personal information held by us and may use it on behalf of us. We require our service providers to adhere to strict privacy guidelines and not to keep this information or use it for any unauthorised purposes.

6. Sending information overseas

On some occasions, we may disclose personal information outside Australia. When we do this, we make sure that appropriate data handling and security arrangements are in place and will comply with all applicable laws relating to the cross-border data disclosure.

We may transfer to, hold or access information personal information from various countries including New Zealand. The privacy laws of other countries may not provide the same level of protection as the privacy laws of Australia. However, this does not change our commitments to safeguard your privacy and we will comply with all applicable laws relating to the cross-border data disclosure.

7. How we securely store personal information

IGCC takes steps to keep secure any information which we hold about you, and to protect it from misuse, interference and loss and from unauthorised access, modification or disclosure. Your information is stored on secure servers that are protected in controlled facilities. We require our

employees and data processors to respect the confidentiality of any personal information held by us. We keep hard-copy or electronic records on our premises and systems or offsite using trusted third parties. We have intrusion detection systems and virus scanning tools to protect against unauthorised persons and viruses accessing our systems.

8. Our website privacy practices

Only minimal 'personal information' is recorded or stored on our site.

IGCC occasionally uses website analytics to gain a better understanding of the needs and interests of users of our website. We also sometimes use cookie technology on our websites to provide information and services to web site visitors. Cookies are pieces of information that a website transfers to your computer's hard disk for record keeping purposes and are a necessary part of facilitating online transactions. Most web browsers are set to accept cookies. Cookies are useful to estimate our number of members and determine overall traffic patterns through our websites.

If you do not wish to receive any cookies you may set your browser to refuse cookies. This may mean you will not be able to take full advantage of the services on the website.

9. Links to other websites

Our websites may from time to time contain links to other websites including those ran by third parties. These linked sites are not under our control and we are not responsible for the content of those sites nor are those sites subject to our Privacy Policy. Before disclosing your personal information on any other website we recommend that you examine the terms and conditions and Privacy Policy of the relevant site. IGCC is not responsible for any practices on linked websites that might breach your privacy.

10. Accessing, updating and correcting your information

IGCC does our best to ensure the personal information kept is up to date.

Under the Privacy Laws you may have a right to seek access to information which IGCC holds about you (although there may be exceptions to this, depending upon the jurisdiction). You also have the right to ask us to correct information about you which is inaccurate, incomplete or out of date.

If at any time you want to know exactly what personal information we hold about you, you are welcome to request access to your record by contacting us on the contact details provided in section 13 below. Our file of your information will usually be made available to you within 14 days. You may also request to change personal information that we hold about you because it is inaccurate or out of date, or to have your personal information deleted. We will take all reasonable steps to amend the records we hold about you and/or to delete your personal information unless we need to keep it for legal reasons.

11. Retention of information

When we no longer need to use your information, we will take steps to properly de-identify or destroy it.

12. Contacting Us

If you have any concerns or complaints about how we handle your personal information, or if you have any questions about this policy, please contact us:

Secretariat@igcc.org.au
Investor Group on Climate Change
PO Box Q937
Queen Victoria Building NSW 1230

In most cases we will ask that you put your request in writing to us. We will investigate your complaint and will use reasonable endeavours to respond to you in writing within 30 days of receiving the written complaint. If we fail to respond to your complaint within 30 days of receiving it in writing or if you are dissatisfied with the response that you receive from us, you may have the right to make a complaint to the applicable regulator.

13. Future changes

IGCC may make changes to this privacy policy as needed and will notify you by posting an updated version of the policy on our website. If at any point we decide to use personal information in a manner materially different from that stated at the time it was collected we will notify you by email or via a prominent notice on our website, and where necessary we will seek your prior consent.