



Privacy Notice & Data Protection Statement

Humanitarian Carbon Calculator (HCC) Download Registry

The Climate Action Accelerator (the "**CAA**", based in Geneva, Switzerland) is committed to protecting your personal data in full compliance with the Swiss Federal Act on Data Protection (FADP) and the EU General Data Protection Regulation (GDPR).

1. Data We Collect

When you complete the download form for the Humanitarian Carbon Calculator (HCC), we collect the following limited personal data:

- First and Last Name
- Professional Email Address
- Name of Organization
- Job Title / Function
- Country of Operation

2. Purpose of Processing

We process your personal data for specific, transparent institutional purposes:

- **Licensing Compliance and Reporting:** For users requesting the Full Version of the HCC, we process your organizational and download data to strictly monitor, manage, and audit our licensing boundaries (ensuring we remain within the maximum limit of 300 active end-users established by our proprietary database partner, ecoinvent). Processing this data is a strict requirement to maintain our data sub-licenses and verify compliance with our legal agreements.
- **Critical Operational Updates (Core List):** By downloading the tool, you are enrolled in the *HCC Critical Information Mailing List*. This is necessary to inform you of critical calculation defects (product recalls), distribute immediate mathematical fixes, announce new software version releases, and invite you to voluntary consultation processes to steer the HCC technical product roadmap (ensuring it remains fits-for-purpose in the humanitarian sector).
- **Adoption Monitoring:** We analyse organizational and geographical data internally to monitor the adoption, reach, and impact of the tool within the humanitarian sector. This reporting is fully anonymized, in case it would need being shared with any donors or stakeholders.
- **Optional Information (Consent-Based Newsletter):** If you explicitly opt-in, we will use your email address to share updates regarding upcoming online technical sessions, training webinars, auxiliary CAA services, and curated sectoral insights. You can revoke this consent at any time.



3. Data Retention Policy

Your personal data will be kept securely within the CAA's protected infrastructure (Microsoft 365 environment hosted in Europe/Switzerland).

- **Core Registry Data:** Retained for as long as your organization is an active user of the HCC tool, up to a maximum of **five (5) years** of inactivity, to ensure we can reach you regarding historical data defects.
- **Optional Newsletter Data:** Retained until you click "Unsubscribe" or request removal.

4. Data Sharing and Third Parties

The CAA **never** sells, rents, or commercially trades your personal data. Your contact details are kept strictly confidential and are not shared with external tool partners (such as ecoinvent). Data may only be processed by our cloud data processors (e.g., mail delivery infrastructure) under strict confidentiality agreements.

5. Your Legal Rights

Under Swiss and EU data protection laws, you retain the following rights regarding your data:

- **Right of Access:** You can request a copy of the personal data we hold about you at any time.
- **Right to Rectification:** You can request that we correct any inaccurate or outdated information.
- **Right to Erasure ("Right to be Forgotten"):** You can request that we delete your data from our systems (noting that this will remove you from critical bug/recall alerts).
- **Right to Opt-Out:** You can instantly opt out of the optional marketing newsletter by clicking the "Unsubscribe" link at the bottom of any email.

For any privacy-related inquiries or to exercise your data rights, please contact our data protection focal point at: contact@climateactionaccelerator.org.

