

## Privacy Policy

### **I. Overview**

Your privacy on the Internet is of the utmost importance to the United Nations Framework Convention on Climate Change secretariat (UNFCCC). This privacy statement describes the UNFCCC's policy concerning the gathering and sharing of visitors' information through UNFCCC websites. It applies to all sites with the UNFCCC.int domain name which do not require logging in. This policy also applies to UNFCCC.int where login is required. By visiting these UNFCCC websites, you are accepting the practices described in this policy.

### **II. Anonymous website usage**

By accessing this site, certain information about the User, such as Internet protocol (IP) addresses, navigation through the Site, the software used and the time spent, along with other similar information, will be stored on UNFCCC servers. These will not specifically identify the User. The information will be used internally only for web site traffic analysis.

We also process this data to keep the Site secure and problem-free. Our web hosting provider keeps logs of connections to this site so that we can detect and prevent malicious activity. The logs contain your IP address (which can reveal your geographical location), the date and time of your connection, the pages you've visited in what order and for how long, and the browser you're using (which can reveal the device you're using as well). We make no use of this data on an individual level unless the traffic looks like an attack, in which case we will block the connection. However, if you have registered with UNFCCC in connection with any activity on the UNFCCC website, the information we collect about your normal website usage will be identifiable to you.

### **III. Collection and retention of personally identifiable information**

If you register for a newsletter, log on to certain UNFCCC websites, request information, provide feedback, apply for a job, join a discussion group or join an electronic mailing list, you will be asked to provide personal information such as your name, postal address and e-mail address. This information is collected only with your knowledge and permission, and is kept in various UNFCCC databases.

Registration as a participant will require creation of an account with identifying information. Participation in the sessions of the UNFCCC is reserved to Parties or observer organizations. This information will be retained for use in future sessions. Individuals registering as press/media may correct, update or delete information by contacting: [info@cop29turkiye.com](mailto:info@cop29turkiye.com)

If you are applying to a job, you will be asked to provide information about your past employment and academic background, among others. Please note that UNFCCC does not charge a fee at any stage of its recruitment process (application, interview, processing, training, visa or other fee). This information is retained for an indefinite period of time. This information can be corrected, updated or deleted, either through modification of data within the account, or by contacting [info@cop29turkiye.com](mailto:info@cop29turkiye.com)

UNFCCC sites with specific requirements to collect personal information may publish a privacy policy specific for that site. In these cases, the site-specific policies will be complementary to this general UNFCCC privacy policy, but will give additional details for that particular use.

Joining electronic discussion groups may mean that other participants of the discussion group (including non-UNFCCC employees) will see personal information that you have volunteered. For open discussion groups, this information will be public.

#### **IV. Disclosure of Information to Others**

UNFCCC does not disclose to third parties User's personal information, combined personal and demographic information or information about her/his use of the website (such as areas User visits or services User accesses), except that:

(a) In case the User applies for a UNFCCC recruitment opportunity, the relevant secretariat programmes will be able to access part of the User's personal profile such as name, email address as well as any additional personal and demographic information the User may submit with his/her application.

(b) In case the User has an account or has been delegated opportunity management rights by the Site Administrator, Registered Users responding to an opportunity posted by the UNFCCC Partner will be able to access part of the User's personal profile such as name and email address.

(c) UNFCCC may disclose such information to companies and individuals UNFCCC employs to perform functions on its behalf. Examples may include hosting the web servers, and analyzing data. These companies and individuals will have access to the User's personal information solely as necessary to perform their functions.

(d) UNFCCC may disclose such information, subject to UNFCCC privileges and immunities, if requested to do so by UNFCCC's internal governing and oversight bodies, including Member States, or if necessary in UNFCCC's sole discretion to protect UNFCCC property or rights, prevent a crime or protect the safety of Users or the public.

#### **V. UNFCCC use of collected information**

##### **Use of cookies**

A cookie is a text file that is placed on the User's hard drive by a web page server. Cookies are not used to run programs or deliver viruses to the User's computer. Cookies are uniquely assigned to the User's computer, and can only be read by a web server in the domain that issued the cookie to the User. Usage of a cookie is in no way linked to any personally identifiable information while on the site.

By setting a cookie, this will save the User time. For example, UNFCCC will remember you the next time you visit the site and therefore UNFCCC will not have to ask questions that you have already answered (like User name, address information and preferences).

You are always free to decline our cookies if your browser permits, although in that case you may not be able to use certain features on the site and may be required to re-enter information more frequently to use certain services on the site.

##### **Personally identifiable information**

UNFCCC may use the personal information you provide to:

- Contact you – either in response to a query or suggestion, or to mail newsletters, documents, publications, etc. to you, and we also may provide the information to the UNFCCC programmes so they can contact you as well;
- Manage and process your job application;
- Confirm your registrations on the site;
- Retain your online profile and preferences for future visits to the site;
- Help you quickly find information that is relevant to you based on your interests, and help us create site contents most relevant to you;
- Undertake statistical analysis.

## **VI. What if I don't want to provide personal information?**

Providing personal information on the UNFCCC website is optional. If you choose not to provide personal information, you can still browse and use the UNFCCC site, but you will not be able to carry out certain actions such as registering as a participant, registering for a newsletter, or applying for a job.

## **VII. Opting out and updating your information**

At any time, you can correct, update, cancel or modify your information by returning to the web page where you first provided the information and contacting the focal point for that page/relevant UNFCCC programme or, in certain instances such as registration, logging into your account and changing the information there.

You may elect to receive communications such as newsletters and other material from UNFCCC. If you do, you will have the opportunity to stop receiving such communications at any time by logging into your account on the UNFCCC site and editing your contact preferences or by clicking the unsubscribe link at the bottom of the emails.

## **VIII. Security**

We do not sell or share any personally identifiable information volunteered on the UNFCCC site to any third party without prior consent. We do, however, share some user information with our programmes and affiliates so that the whole UNFCCC family can respond to your needs.

UNFCCC employs a range of techniques and security measures based on best practices to protect the information maintained on our system from loss, misuse, unauthorized access or disclosure, alteration, or destruction. However, UNFCCC assumes no responsibility for the security of information.

## **IX. Links to other sites – Disclaimer**

The site contains hypertext links to other sites external to the UNFCCC domain. UNFCCC assumes no responsibility for those sites including the privacy practices or the content of such web sites.

## **X. Notification of changes**

If UNFCCC decides to change its privacy policy, UNFCCC will post those changes to this page so that you are always aware of what information we collect and how we use it.

#### **XI. Contact us**

If you have any questions or concerns about the UNFCCC Privacy Policy, please contact us at the following: [info@cop29turkiye.com](mailto:info@cop29turkiye.com)