GECF Privacy Policy

(Last Revised: December 12, 2018)

This Online and Mobile Privacy Policy ("**Privacy Policy**") explains how information is collected, used and disclosed by the Gas Exporting Countries Forum ("**GECF**"), and applies to information we collect when you use or access our website (http://www.gecf.org), products, services or applications (collectively, the "**GECF Services**"), or when you otherwise interact with us. We respect the privacy rights of users and recognize the importance of protecting information collected about you..

1   Changes to This Policy

We may change this Privacy Policy from time to time. If we make any changes, we will notify you by revising the "Last Updated" date at the top of this Privacy Policy and, in some cases; we may provide you with additional notice (such as adding a statement to our homepage or sending you an email notification). If there are material changes to this Privacy Policy, we will notify you more directly by email or means of a notice on the home page prior to the change becoming effective. We encourage you to review our Privacy Policy whenever you access the GECF Services to stay informed about our information practices and the ways you can help protect your privacy. Your use of any of the GECF Services after the posting of such changes shall constitute your consent to such changes.

2   Information Collected

2.1   Information You Provide To Us

We collect information you provide directly to us.

- For example, we collect information when you register with GECF for an account, create or modify your profile and online account, access and use the GECF Services, participate in any interactive features of the GECF Services, participate in a survey, activity or event, apply for a job, communicate with us via third-party social media sites or otherwise communicate with us.
- The types of information we may collect directly from you include your name, username, email address, postal address, phone number, information about your data encryption preferences, employer's name, job title, as well as any contact or other information you choose to provide. We also store metadata on the files or other information that you provide to the GECF Services ("Metadata") in order to be able to provide you with the features and functionality of the GECF Service. GECF DOES NOT CAPTURE OR ACCESS THE ACTUAL CONTENT YOU ARE CHOOSING TO ENCRYPT AND DECRYPT.

2.2   Information We Collect Automatically When You Use the GECF Services

When you access or use the GECF Services, we may automatically collect information about you, EXCLUDING THE ACTUAL CONTENT YOU ARE CHOOSING TO ENCRYPT AND DECRYPT, including:

- Usage Information: We monitor user activity in connection with the GECF Services and may collect information, the sizes and names of the files you upload/download or access while using the GECF Services, the Metadata you access and any actions taken in connection with the access and use of your Metadata in the GECF Services.
- Log Information: We log information about you when you access and use the GECF Services including your Internet Protocol ("IP") address, access times, browser type and language, Internet Service Provider ("ISP"), the web pages that you visit, the Metadata you use and the URL of the Web page you visited before navigating to the GECF Services.
- Device Information: If you access the GECF Services from a mobile device, we collect information about the device, including the hardware model, operating system and version, unique device identifiers, mobile network information (as allowed by the mobile network) or platform information (as allowed by the specific platform type).
- Information Collected by Cookies and Other Tracking Technologies: We use various technologies to collect information, which may include saving cookies to your computer or mobile device. Cookies are small data files stored on your hard drive or in device memory that help us to improve the GECF Services and your experience, customize your experience and preferences, allow you to access and use the GECF Services without re-entering your member ID and/or password, understand which areas and features of the GECF Services are most popular and count visits. For more information about cookies and how to disable them, please see "Your Choices" below.
- Third party cookies: the use of cookies by third parties you may sign-in from into the GECF Services and/or third party applications, is not covered by our privacy policy. We do not have access or control over such cookies.

2.3   Information We Collect From Other Sources

We do no collect information from third parties.

3   Use of Information

We may use the information we collect about you for a variety of purposes, including to:

- Provide, operate, maintain and improve the GECF Services;
- Enable you to access and use the GECF Services;
- Send you technical notices, updates, security alerts and support and administrative messages;
- Provide and deliver the services and features you request,
- Respond to your comments, questions, and requests and provide customer service and support;
- Communicate with you about services, features, surveys, newsletters and events, and provide other news or information about GECF and our select partners;
- Monitor and analyze trends, usage, and activities in connection with the GECF Services and for marketing or advertising purposes;
- Investigate and prevent fraudulent transactions, unauthorized access to the GECF Services, and other illegal activities;
- Personalize and improve the GECF Services, and provide content, features, and/or advertisements that match your interests and preferences or otherwise customize your experience on the GECF Services;
- Enable you to communicate, collaborate, and share files with users you designate; and
- For other purposes about which we notify you.

4   Processing

By accessing or using the GECF Services or otherwise providing information to us, you consent to the processing and transfer of information in and to the GECF Headquarters, which may have different privacy laws from your country of residence. GECF DOES NOT CAPTURE OR ACCESS THE ACTUAL CONTENT YOU ARE CHOOSING TO ENCRYPT AND DECRYPT.

5   Sharing and Disclosure of Information

We will not share personal information about you with any third parties or in connection with the GECF Services. GECF DOES NOT CAPTURE OR ACCESS THE ACTUAL CONTENT YOU ARE CHOOSING TO ENCRYPT AND DECRYPT. However, in exceptional cases we may share personal information about you including as follows:

- Compliance with Laws: We may disclose your information to a third party if (a) we believe that disclosure is reasonably necessary to comply with any applicable law, regulation, legal process or governmental request, (b) to enforce our agreements, policies and Terms of Service, (c) to protect the security or integrity of the GECF Services, (d) to protect GECF, our customers or the public from harm or illegal activities, or (e) to respond to an emergency which we believe in the good faith requires us to disclose information to assist in preventing the death or serious bodily injury of any person.

6   Security

While no service is completely secure, GECF takes reasonable measures to help protect information about you from loss, theft, misuse and unauthorized access, disclosure, alteration and destruction. For example, sensitive information such as the password that we request from you on the GECF Services is protected with encryption, such as Secured Socket Layer (SSL) protocol, during transmission over the Internet.

The servers on which personal information is stored are kept in a controlled environment with limited access. While we take reasonable efforts to guard personal information we knowingly collect directly from you, no security system is impenetrable.

You may access your account information and our service only through the use of an individual user ID and password. To protect the confidentiality of personal information, you must keep your password confidential and not disclose it to any other person. Please advise us immediately if you believe your password has been misused. In addition, always logout and close your application when you finish your session. Please note that we will never ask you to disclose your password in an unsolicited phone call or email.

7   Your Choices
7.1   Account Information & Retention

You may update, correct or delete information about you at any time by logging into your online account and modifying your information or by emailing us at it.helpdesk@gecf.org. We will retain your personal information for the period necessary to fulfill the purposes outlined in this Privacy Policy. If you wish to deactivate your account, please email us at it.helpdesk@gecf.org, but note that we may retain certain information as required by law or for legitimate business purposes. We may also retain cached or archived copies of information about you for a certain period. We will respond to your access request within 30 days. To request removal of your public personal information from our blog or testimonials if there is any, contact us at the email address listed above. In some cases, we may not be able to remove your personal information, in which case we will let you know if we are unable to do so and why.

We will retain your information for as long as your account is active or as needed to provide you services. We will retain and use your information to comply with our legal obligations, resolve disputes and enforce our agreements.

7.2   Cookies

Most web browsers are set to accept cookies by default. If you prefer, you can usually choose to set your browser to remove or reject browser cookies or to prompt you before accepting such a cookie. Please note that, if you choose to remove or reject browser cookies, this could affect the availability or functionality of the GECF Services.

8   Social Media Features and Widgets

Our Web site may include Social Media Features, such as the Facebook Like button [and Widgets, such as the Share this button or interactive mini-programs that run on our site]. These Features may collect your IP address, which page you are visiting on our site, and may set a cookie to enable the Feature to function properly. Social Media Features and Widgets are either hosted by a third party or hosted directly on our Site. Your interactions with these Features are governed by the privacy policy of the company providing it.

9   Blogs

Our Web site offers publicly accessible blogs or community forums. You should be aware that any information you provide in these areas might be read, collected, and used by others who access them.

10   Links to Third Party Websites

We may place links on the GECF Services. When you click on a link to a third party website from our website, your activity and use on the linked website is governed by that website's policies, not by those of GECF. We encourage you to visit their websites and review their privacy and user policies.

11   Contacting Us

Any questions about this Privacy Policy should be addressed to it.helpdesk@gecf.org.