

WFD Online Portal

Privacy Policy, Data Protection and Terms of Use

Below we provide users with information as to

- what data is collected and processed when they visit the WFD portal
- what data is collected and processed when users register themselves
- what data is collected and processed when they add case studies
- how they can opt out of the storage of data
- What security measures and steps that have been implemented to safeguard personal data.
- what rights and obligation they have with respect to WFD portal
- what licence the WFD can be used
- who they can contact at GIZ on the subject of data protection.

Definitions

“System administrator”	GIZ, the online platform developer, or external provider commissioned by GIZ to host or manage the service.
“User”	A person, that has been granted access rights by a registered Organization.
“Visitor”	A person accessing the WFD online platform without logging in with a registered account.
“Organization”	An organization, company or person that registers an account to use the full services of the WFD online platform.
“Contact person”	The user identified as the Organization’s contact person during the account registration process. A User record is automatically created for this person with Organization’s “account management” rights.
“Account manager”	An organization’s registered user given “account management” access rights. Initially this is the “contact person” from account registration.

1.0 Introduction

The Waste Flow Diagram (WFD) is an open-source online platform that provides information about and access to WFD software, a method that calculates plastic leakage from waste management systems into the environment. It hosts background information and data from WFD case studies which will be provided case study owners. Further training courses and useful resources are provided to ease the application and the WFD. Overall, the portal aims to enhance data driven decision making in the field of waste management and on plastic leakage into the environment.

The terms and conditions developed hereunder should serve as an agreement between GIZ and the users of the WFD online portal. Users will be required to agree to these terms and conditions before using the portal and to abide by them while using the portal. The WFD Private Policy, Personal Data Protection and Terms of Use are framed within the EU General Data Protection Regulation (GDPR) to protect data subjects when their personal data is processed and GIZ Responsible Data Guidelines.

2.0 Privacy Policy, Personal Data Protection and Terms of Use

2.1 Introduction

The Privacy Policy, Personal Data Protection and Terms of Use applies to the WFD website, portal and forum. Registered users (“Users”) share their professional identities, exchange data by sharing WFD case study insights that be displayed on the portal. Case study content and data can be viewed by non-registered users (“Visitors”) after case study owner publishes them.

2.2 Data Collection

The WFD website and portal captures four main types of data: open data, WFD case study data, and personal data.

- Open Data will be shared in the portal and in the forum and is available public domain. After publishing case studies, the data becomes open data available on the WFD website.
- Personal Data such as any information relating to an identified or identifiable natural person; an identifiable natural person is one who can be identified, directly or indirectly will be mainly captured during organization’s registration process and granting of access rights to users to the portal and forum.
- Case study data determines the characteristics of a WFD case study and is based on primary data such as waste measurements, interviews, qualitative assessments, and secondary data from literature. The input of this data into the WFD software, enables the computation of main outputs and its visualization in a Sankey diagram and waste flow diagram. Users can use the data and visual output for themselves only as unapproved WFD data. Once users want to publish data on the portal, the data input is validated by a curation team and may, after approval, be published as open data.

2.2.1 Open Data

Open Data, that will be shared openly, comprises of technical resources, such as project reports, site photos and actual case studies, after they are published. Users need to have the rights to publish data on the portal.

It is important to note that the data should not be deemed as a representation of any views, beliefs, or opinions of GIZ or its partners.

2.2.2 Personal Data

GIZ processes personal data exclusively in accordance with the [EU General Data Protection Regulation \(GDPR\)](#) and the [German Federal Data Protection Act \(Bundesdatenschutzgesetz, BDSG\)](#).

Personal data are, for example, name, address, email addresses and user behaviour.

GIZ only processes personal data to the extent necessary. Which data is required and processed for which purpose and on what basis is largely determined by the type of service you use or the purpose for which the data is required.

Personal Data will be mainly captured during registration to the WFD portal and will comprise the following:

Organizations:

- Organization name (Mandatory)
- Address (Mandatory)

- City (Mandatory)
- Postcode (Mandatory)
- Country (Mandatory)
- Webpage
- Contact person (Mandatory)
- Contact person's email (Mandatory)

Users:

- Organization ID (Mandatory)
- User name (Mandatory)
- User position in organization (Mandatory)
- User email (Mandatory)

Personal data is stored on the WFD server solely to:

- administer users of the WFD and contact them during the process of case study authorization/data curation.
- enable users to log in to the data portal and create and access their organization's case studies.
- communicate with users regarding account creation progress, forgotten password requests etc.
- notify relevant contact persons when studies are created by users.

Personal data is entered by users themselves. It will only be accessible by:

- A system administrator.
- Individual organization account managers (data of their own organization and system users).
- System users (own personal data only).

An organization has full control over its personal data, personal data can only be entered and updated by the organization's users with account management access rights (granted by the organization). User records may also be deleted by their organization's users with account management access rights

Data is not made available to other users, visitors or third parties. Data might be stored at servers in UK.

2.2.3. WFD case study data

Case study Consists of data that determines a WFD case study and involves key data as well meta data and assessment of data reliability on:

1. General information: Population, Municipal solid waste generation, MSW composition, background information, lessons learned, and actions triggered.
2. Waste treatment and disposal: waste quantities and composition at disposal sites, energy from waste facilities, formal and informal sorting facilities and informal service chain collection.
3. Management of waste in controlled facilities: percentage of waste that is sent to controlled treatment or disposal.
4. Plastic leakage potential levels per leakage influencer on main waste stations: collection, formal/informal value chain; formal/informal sorting; transport to disposal, storm drains; and
5. Fate each open burning, dumping on land/in drains or water systems of uncollected plastic, collection and transportation, formal/informal sorting and disposal facilities.

6. A case study report may be uploaded (optional)

Data owner (organization providing the data) can control the availability of their case study data uploaded to, or entered online into, the public domain portal. By entering the data, the User must approve that they have consent to use the data. Data entered remains private and accessible only by the organization submitting the data and system administrators until it is flagged as “Public” by that organization.

Data ownership will remain with the owner of a case study.

2.2.4 Cookies

The WFD website only uses cookies that store “stateful information” (those that are necessary for providing application functionality), for example the ID of a logged in user or the ID of a study being accessed. Cookies are automatically deleted as soon as the browser on which the page is displayed is closed (referred to as temporary cookies or session cookies) This type of cookie makes it possible to assign various requests from a browser to a session and to recognise the browser when the website is visited again (session ID).

2.3 Data Handling and Processing

Data handling and processing of the WFD Portal is governed by the following principles:

1. Data is collected, stored, and processed on a lawful basis; users are fully informed of the data collected, data use and exposure.
2. Data is collected and used only for those purposes and duration that have been transmitted to the data subject and about which the consent has been received.
3. Personal Data collected is adequate, relevant, and limited to what is necessary in relation to the purposes for which it is processed.
4. Personal Data is not kept longer than necessary.
5. Handling of Personal Data is conducted in a manner ensuring appropriate security, which include protection against unlawful processing or accidental loss, destruction, or damage.

2.4 Data Use

Data use of the WFD portal is governed by the following principles:

2.4.1 Open Data

Resources submitted and published to the WFD portal will have an Open Data access policy to support the free online communication and exchange of knowledge.

2.4.2 Personal Data

Email addresses may be used to send out system updates and to notify Stakeholders on changes in the WFD online Platform Privacy Policy, Personal Data Protection and Terms of Use.

2.5 Data Sharing

The development team encourages users of the WFD to share the results of their work as open data with the developer team and other users. This has a number of mutual benefits such as, supporting users in applying of the WFD, help to provide quality assurance, increase the availability of data for both waste management and marine litter, improve the robustness of the WFD and finally build a community of practice for data driven marine litter prevention.

2.5.1 Open Data

Once a user submits a case study to be published to the WFD portal, the data set will undergo an approval/verification process and once approved, it will be fully visible to all Users and Visitors on public domain. As long data is not published, it remains visible for Users only. It can be unpublished data at any time.

2.5.2 Personal Data

User profiles data will not be shared.

1. Service Providers: GIZ uses external providers to help provide services (e.g., maintenance, data curation, analysis and development). Service Providers will have access to Personal Data as reasonably necessary to perform these tasks on GIZ's behalf and are obligated not to disclose or use it for other purposes.

2. Legal Authorities: WFD might disclose Personal Data if there is a good faith belief that disclosure is reasonably necessary:

- a. to comply with legal obligations, such as instructions from government regulatory / enforcement agencies.
- b. investigate and defend Up against any third-party claims or allegations;
- c. protect the security and/or integrity of GIZ's services;
- d. exercise or protect the rights and safety of GIZ personnel, or others.

2.6 Data Security

GIZ accords great importance to protecting personal data. For this reason, technical and organisational security measures ensure that data is protected against accidental and intentional manipulation and unintended erasure as well as unauthorised access. These measures are updated accordingly based on technical developments and adapted continuously in line with the risks.

Security safeguards designed to protect User data, such as HTTPS, have been implemented and systems are regularly monitored for possible vulnerabilities and attacks. However, GIZ cannot warrant the security of any information that is received. There is no guarantee that data may not be accessed, disclosed, altered, or destroyed by breach of any of GIZ's physical, technical, or managerial safeguards.

2.7 Stakeholder Choices and Obligations

2.7.1 Data Retention

Users' data shall only be retained for as long as Users keep their account open or as needed to provide Users with any other services.

2.7.2 Rights to Access and Control Users' Personal Data

Concerning their Personal Data, Users can request to:

1. Have access to their Personal Data.
2. Change or correct their Personal Data.
3. Object to, limit or restrict use of their Personal Data.
4. Have their Personal Data deleted from the WFD portal.

Such requests should first be directed to their organization's account manager. Requests may be directed to GIZ by the User if it is considered that appropriate action has not been taken by the organization's account manager.

Reference to user rights as per GDPR

Visitors to the GIZ website have the right

- To obtain information about their data stored by us (Article 15 GDPR)
- To have their data stored by us rectified (Article 16 GDPR)
- To have their data stored by us erased (Article 17 GDPR)
- To obtain restriction of processing of their data stored by us (Article 18 GDPR)
- To object to the storage of their data if personal data are processed on the basis of the first sentence of Article 6 (1) 1 f and e GDPR (Article 21 GDPR)
- To receive their personal data in a commonly used and machine-readable format from the controller such that they can be potentially transmitted to another controller (right to data portability, Article 20 GDPR)
- To withdraw their consent to the extent that the data has been processed on the basis of consent (Article 6 (1) a GDPR). The lawfulness of the processing on the basis of the consent given remains unaffected until receipt of the withdrawal.

Users also have the right in accordance with Article 77 GDPR to lodge a complaint with the competent data protection supervisory authority. The competent authority is the [Federal Commissioner for Data Protection and Freedom of Information \(BfDI\)](#)

2.7.3 Account Closure

Stakeholders may opt out of the WFD portal. In such case, their accounts and profile information will be deleted immediately, and their data will stop being visible to other Users.

2.8 Contact Information

For further clarifications or enquiries on the privacy policy contact email:

gocircular@giz.de

3.0 Terms of Use

3.1 Introduction

The Terms of Use apply to <https://wfd.rwm.global/>, <https://wfd-data.rwm.global/>, and associated pages.

By accepting the Terms of Use, Users and Visitors enter a contractual agreement with GIZ. When organizations register and join the WFD Portal, they become Users. Visitors choosing not to register with the Portal will only be able to view certain features as “Visitors”. Users will receive an update of any modifications to the Terms of Use.

3.1 Obligations

Users agree to:

1. Keep their account secure by using a strong password and keeping it confidential.
2. Not transfer any part of their account.
3. When entering case studies, ensure that they have the consent to use the data from data owners and are in good faith with city officials, which city will be represented.
4. Share submitted resources with both Users and Visitors.
5. Receive system-wide notifications and messages (very rarely).

3.2 Rights and Limits

3.2.1 Service Availability

GIZ may change, suspend, or discontinue WFD portal services upon reasonable notice to Users.

3.2.2 Content

The content displayed on the Portal is as shared by the Users and is not a representation of GIZ's views, beliefs, or opinions.

Regardless of any other license and/or terms governing the use a resource from the WFD Portal must be attributed to relevant Uses(s) that own that resource.

3.2.3 Intellectual Property Rights

Stakeholders are encouraged to use the WFD Portal to their benefit. They are permitted to use the Open Data, subject to their compliance with the Terms of Use and the Privacy Policy, but the relevant Users(s) retain(s) the copyright(s) to all the resources shared on the WFD Portal.

3.3 Complaints Regarding Content

GIZ respects the intellectual property rights of other entities. GIZ requires that information posted by stakeholders be accurate and not in violation of the intellectual property rights or other rights of third parties. Complaints may be communicated via: gocircular@giz.de

3.4 Contact Information

For further clarifications or enquiries on the Terms of Use email: gocircular@giz.de

3.5 Data controller and data protection officer

Data processing is the responsibility of Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

Address:

Friedrich-Ebert-Allee 32+ 36, 53113 Bonn, Germany
Dag-Hammarskjöld-Weg 1–5, 65760 Eschborn, Germany

Contact:

info@giz.de

Please contact GIZ's data protection officer if you have questions specifically about how your data are protected: datenschutzbeauftragter@giz.de

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