

Diversity, Equity and Inclusion Lighthouse Programme 2023-24 Consent Notice and Privacy Note

The **World Economic Forum**, with registered offices at 91-93 route de la Capite, CH-1223 Cologny/Geneva, Switzerland, (the "**Forum**", "**we**", "**us**" and "**our**") is committed to complying with data protection laws and to the protection and confidentiality of your personal data.

Consent Note

By participating in this Diversity, Equity and Inclusion Lighthouse Submission Form, you agree that the Forum and the Forum affiliates may collect and process your personal data (including your name, email address, title and organization) and other information about you that is relevant for the Survey (including information about your DEI initiative) in connection with and for the DEI Lighthouse Programme 2023-24 and the subsequent production of the DEI Lighthouses Insight Report. Forum affiliates may be located outside of Europe, including in countries that do not provide an adequate level of data protection, and process your personal data.

In the privacy notice below, we provide you with more information about how we collect, process and share your personal data.

Privacy Notice

In this privacy notice (the "**Privacy Notice**"), we explain how we collect, process and share your personal when you complete our online survey available [here](#) (the "**Survey**") and participate in our DEI Lighthouse Programme 2023-24. For more information on how the Forum processes your personal data in general, please consult our General Privacy Notice [here](https://www.weforum.org/about/privacy-and-terms-of-use) [https://www.weforum.org/about/privacy-and-terms-of-use].

You are accessing this Survey through a platform operated by our U.S. provider, Qualtrics LLC, which acts as our processor and with which we have concluded an appropriate data processing agreement (the "**Platform**"). For more information regarding Qualtrics' privacy practices, please read Qualtrics' Privacy Statement [here](https://www.qualtrics.com/privacy-statement/) [https://www.qualtrics.com/privacy-statement/].

If you provide data to us about other individuals, we assume that you are authorized to do so and that the relevant data is accurate. Please make sure that these individuals have been informed about this Privacy Notice.

Identification of the controller

The Forum processes your personal data as a controller in accordance with data protection laws, including, as applicable, the EU General Data Protection Regulation

("GDPR") and the Swiss Federal Act on Data Protection ("**Swiss DPA**"), as amended from time to time.

What personal data do we collect from you?

We collect personal information about you that you provide in the context of the Survey such as: Your name, email address, title, organization, organization's industry, employees and operating areas, information about your organization's Diversity, Equity and Inclusion strategy and activities, and other information about you that is relevant for the DEI Lighthouse Programme 2023-24.

Additionally, when you use the Platform, we collect technical data, such as your IP address of your terminal device and other technical information in order to ensure the functionality and security of the Platform.

What are the purposes and the legal ground for processing?

The personal data we obtain from you on the Platform as part of the Survey will be processed for the purposes of and in connection with the DEI Lighthouse Programme 2023-24 and the subsequent production of the DEI Lighthouses Insight Report. These purposes include, among others, processing your data for the purposes of conducting the Survey, managing and following up on the Survey responses, responding to any questions or inquiries you may have in relation thereto, communicating with you, complying with applicable law, as well as for further purposes in our legitimate interest in the particular context. We may also use aggregated data about the use of the Platform for our own statistical and analytics purposes.

Insofar as we need a legal basis to process your personal data, we rely on the ground of initiating or performing a contract with you and on our legitimate interest in the particular processing, including compliance with legal obligations.

Who do we share your personal data with?

We may share your personal data, including your responses to the Survey third parties, including other entities that belong to the Forum group of entities and Forum partners, which may process your personal data as separate controllers. You can find a list of the Forum group entities [here](https://www.weforum.org/contact-us/office-locations) [https://www.weforum.org/contact-us/office-locations] and the Forum's partners [here](https://www.weforum.org/partners/) [https://www.weforum.org/partners/]. We may also share your personal data with our service provider and operator of the Platform. These third parties may be located outside of Europe, including in countries that do not provide an adequate level of data protection; exceptionally in any part of the world. If a recipient is located in a country that does not provide an adequate level of data protection, we will implement appropriate safeguards to ensure that your personal data is protected in the recipient's country, including, among others, by concluding the new EU Standard Contractual Clauses or by collecting your consent.

How long do we keep your personal data?

We will retain your personal data for as long as necessary for the purposes for which it was collected or legal retention periods and our legitimate interests in documentation and keeping evidence require it, or storage is a technical requirement. We usually retain your Survey responses for five years and technical data collected in the context of the use of the Platform for three months. If there are no contrary legal or contractual obligations, we will delete or anonymize your data once the storage or processing period has expired as part of our usual processes.

How do we protect your personal data?

We take appropriate security measures in order to maintain the required security of your personal data and ensure its confidentiality, integrity and availability, and to protect it against unauthorized or unlawful processing, and to mitigate the risk of loss, accidental alteration, unauthorized disclosure or access. Technical and organizational security measures may include encryption and pseudonymization of data, logging, access restrictions, keeping backup copies, giving instructions to our employees, entering confidentiality agreements, and monitoring.

What are your rights?

To help you control the processing of your personal data, you have the following data protection rights in relation to our data processing, depending on the applicable data protection law:

- You may request access to and obtain a copy of your personal data.
- You may also request that any personal data that is inaccurate or incomplete be rectified or completed.
- You may request that your personal data be erased under certain legal conditions (for example, where the personal data is no longer needed to achieve the purposes for which the information was initially collected).
- You may object to the processing of your personal data, ask us to restrict processing of your personal data or request portability of your personal data under certain legal conditions.
- You can withdraw your consent at any time, where our processing is based on your consent. Withdrawing your consent will not affect the lawfulness of any processing we conducted prior to your withdrawal, nor will it affect processing of your personal data conducted in reliance on lawful processing grounds other than consent.
- You have the right to receive, upon request, further information that is helpful for the exercise of these rights.

You have the right to complain to a data protection authority about our collection and use of your personal data. For more information, please contact your local data protection authority. You can find a list of authorities in the EEA here: [here](https://edpb.europa.eu/about-edpb/about-edpb/members_en) [https://edpb.europa.eu/about-edpb/about-edpb/members_en]. You can reach the UK

supervisory authority [here](https://ico.org.uk/global/contact-us/) [https://ico.org.uk/global/contact-us/]. You can reach the Swiss supervisory authority [here](https://www.edoeb.admin.ch/edoeb/en/home/the-fdpic/contact.html) [https://www.edoeb.admin.ch/edoeb/en/home/the-fdpic/contact.html]. You may exercise any of the rights above at any time by contacting us as described under the “How to contact us” section below. Please note that conditions, exceptions or restrictions apply to these rights under applicable data protection law. We will inform you accordingly where applicable.

Can we update this Privacy Notice?

This Privacy Notice is not part of a contract with you. We can change this Privacy Notice at any time. The version published on this Platform is the current version.

How to contact us

If you have any questions or concerns concerning this Privacy Notice or the way we process your personal data, or if you wish to exercise your data privacy rights as described above, please contact us by email at: Mydata@weforum.org.