



IFDC Privacy Policy

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**Responsible: Human Resources, IT,
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Modification History

Date	Version #	Comments on additions, if any
February 21, 2022	Initial Version	
July 10, 2026	Update 1	

1 Introduction

The International Fertilizer Development Center (IFDC) is committed to protecting the privacy and security of all personal information collected in the normal course of conducting business.

This Privacy Policy explains how we collect, use, share and protect personal data when you use our website (<https://www.ifdc.org>) and/or any related services, sales, marketing or events (referred to collectively in this policy as “services”). IFDC is committed to complying with the General Data Protection Regulation (GDPR) and other applicable privacy laws.

This policy applies to personal data processed by IFDC in relation to employees, job applicants, consultants, contractors, volunteers, Board members, website users, partners, donors, program participants, and other individuals whose personal data is processed in connection with IFDC operations.

2 Data Controller

IFDC acts as the data controller for personal data processed in connection with its operations. The Compliance Director oversees privacy compliance, while the Global IT Director is responsible for information security and technical safeguards. Questions or requests relating to privacy or the exercise of data protection rights may be directed to Compliance through compliance@ifdc.org.

Care and custody of electronic data is managed by the IT Department. Information collected from the whistleblower platform is treated on a strict need-to-know basis via IFDC’s data-processing agent, NAVEX.

3 Information We Collect

Depending on the nature of an individual’s relationship with IFDC and the purpose for which the information is required, personal information collected may include:

- Personal information you disclose to us.
- Employment and Human Resources (HR)-related information, including recruitment and employment records, payroll and benefits information, immigration and work authorization information, performance records, training records, and other information required to administer the employment or contractual relationship.
- Information automatically collected, such as IP address, browser type, and device identifiers (collected automatically when a user visits our site).
- Information collected through cookies and tracking technologies.
- Online identifiers, including devices, tools, protocols, and others, such as the ones used for analytics and marketing, and other similar data.
- Data from public databases, marketing partners, and other outside sources.

Where permitted or required by applicable law, IFDC may also process sensitive or special-category personal data, such as health, medical, disability, demographic or other protected information, subject to appropriate safeguards and applicable legal requirements.

4 Legal Basis for Processing

We process your information where necessary for legitimate business interests, the performance of a contract or employment relationship, compliance with legal or regulatory obligations, protection of vital interests, or other lawful bases permitted under applicable data protection laws. For employees and other personnel, processing will ordinarily be based on employment or contractual relationships, legal obligations, or legitimate interest rather than consent. Consent will be relied upon where specifically required or otherwise appropriate under applicable law.

5 How Information Is Used

Your information is used to administer employment and contractual relationships, including recruitment, payroll, benefits, immigration, performance and training processes; manage partnerships, awards and programs; communicate with you; comply with legal obligations; or protect rights, safety and security.

6 Sharing Information

Information will only be shared with an external third party to comply with laws, to provide the visitor with services, to protect the visitor's rights, or to fulfill business obligations. We may share information with donors, funding partners, vendors, consultants and other third-party service providers, contractors, or agents who perform services for us or on our behalf and require access to such information to do that work. Your information may also be shared with legal authorities and for the purpose of business transfer.

7 International Data Transfer

Where personal data is transferred outside the European Economic Area (EEA), IFDC will apply appropriate safeguards in accordance with applicable data protection laws. Such safeguards may include:

- Implementing Standard Contractual Clauses (SCCs) approved by the European Union or other transfer mechanisms permitted under applicable laws.
- Obtaining explicit consent for specific transfers, if required.

8 Information Retention

IFDC retains personal information only for as long as necessary for the purposes for which it was collected or as required by applicable legal, contractual, and donor requirement.

Retention periods will be established and maintained through IFDC's applicable records retention schedule or other approved records management requirements. Personal information that is no longer required will be securely deleted, destroyed, or anonymized, as appropriate.

9 Children's Privacy

IFDC does not knowingly collect personal information from children except where permitted by law, required for program implementation, and supported by appropriate consent or legal authorization.

10 Cookies and Tracking

We use cookies and similar technologies to support proper site functionality, improve your experience on our site, and help us understand usage patterns. You can choose to accept or reject non-essential cookies via a cookie banner/pop up, and you may change or withdraw your consent at any time by clicking the "Cookie Settings" link on our site or adjusting your browser settings.

11 Privacy Rights

Subject to applicable law, you may request access to, rectification, or erasure of your personal data; restrict or object to its processing; or receive your data in a structured format. Where processing is based on consent, you may withdraw your consent at any time. You may also have the right not to be subject to decisions based solely on automated processing where applicable.

Requests to exercise these rights may be submitted to Compliance through the privacy contact mechanism identified in Section 2.

12 Information Security

IFDC implements appropriate technical and organizational measures to protect personal data against unauthorized access, disclosure, or misuse. IFDC will protect personal information through a system of organizational and technical security measures.

13 Information Storage Architecture

IFDC uses approved enterprise systems and technology platforms for the storage and processing of organizational data. Appropriate technical and organizational safeguards, including access controls and backup and recovery measures, are applied based on the nature of the information, applicable legal requirements and operational needs.

IFDC stores all organizational data within the following platforms:

Platform	Purpose
Microsoft 365	Email, file storage, collaboration, communication
Oracle NetSuite	ERP, financial systems, operational data
Backupify	Backup copies of organizational data

All data is hosted in secure cloud environments rather than local infrastructure.

14 Data Breach

A privacy breach occurs when there is unauthorized access to or collection, use, disclosure, or disposal of personal information. Where required by applicable law, IFDC will notify affected individuals of a personal data breach, including where the breach is likely to result in a high risk to their rights and freedoms. IFDC will notify the relevant supervisory or regulatory authority within the timeframe required by applicable law, including within 72 hours of becoming aware of a reportable personal data breach where required under the GDPR.

15 Complaint Mechanism

Privacy-related concerns, questions, or complaints may be submitted to Compliance through the privacy contact mechanism identified in Section 2. Where appropriate, concerns may also be reported through IFDC's NAVEX reporting platform. Individuals may also have the right to lodge a complaint with applicable data protection or supervisory authority.

16 Policy Updates

This policy will be updated as necessary to stay compliant with relevant laws, operational practices, or technological developments.