**TEMPLATE**

**(For a single partner or a member of a consortium)**

**LETTER OF EXPRESSION OF INTEREST**

**Subject: Request for proposals to identify Partners for the project “Enhancing Knowledge and Capacities of Local Stakeholders to Strengthen Policy Environments Enabling Agroecology in the Himalayas”, coordinated by the World Future Council (WFC) and IFOAM-Organics International (IFOAM-OI)**

**Applicant submitting the Letter of expression of interest: \_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_**

**(organisation name, registration number/tax-ID)**

Dear Sir or Madam,

The undersigned:

………………………………………..……………………………………………..........................

acting as the legal representative of the organisation …………………………………………...

declares that the organisation that he/she represents:

1. is submitting this letter of expression of interest in response to the Request for Proposals to select Partners for the project “Enhancing Knowledge and Capacities of Local Stakeholders to Strengthen Policy Environments Enabling Agroecology in the Himalayas”, coordinated by the World Future Council (WFC) and IFOAM-Organics International (IFOAM-OI);
2. all information contained in this letter and its appendices is complete and correct in all its elements;
3. if selected to receive funding, commits to comply with all requirements set byIFAD, WFC and IFOAM-OI necessary for the successful completion of the funding.

The attached privacy statement[[1]](#footnote-2) has been read and consent is given to the use of the required personal data.

**Signature(s): Stamp of the Applicant (if applicable):**

Date (day/month/year):

**Appendices**

Appendix 1 Information about the Applicant (Application Document)

Appendix 2 Self-declaration on exclusion criteria**[[2]](#footnote-3)**

Appendix 3 Technical plan

Appendix 4 Financial plan

Appendix 5 List of documents to be attached for assessment

Appendix 6 Guidance for CV or resume

Appendix 7 Privacy statement

**Appendix 1**

**INFORMATION ABOUT THE APPLICANT (APPLICATION DOCUMENT)**

*If applying as a member of a consortium, we need Appendix 1 for each partner separately.*

**1.1 Basic information about the applicant**

|  |  |
| --- | --- |
| **Information required** | |
| **Name of the Applicant organisation** |  |
| **Contact Details** | Address (registered office):  Telephone:  (e.g. +32-00000000)  E-mail:  Website: |
| **Legal Form of the organisation** |  |
| **Please describe legal form in a few sentences: How is the organisation registered?** Please attach evidence of legal form and registration in accordance with the legal provisions that apply in the country in which the organisation is based, i.e. extracts from the appropriate register / formation documents showing the location of the organisation’s registered office and the year of formation (if not shown in the register entry). **Does the institution/organisation have a permanent or temporary mandate?** |  |
| **Date founded** |  |
| **Type of register, etc. - Registration details** | Denomination of register:  Date of registration:  Country of registration:  Registration number: |
| **Please list the non-profit purposes that your organization pursues** | * x * x * x * x |
| **VAT/GST**  Please attach tax number or other forms of substantiating documentation generally required in the country. | Registration number: |
| **Do you possess already a FCRA license?** | FCRA license number:  Until when is your license valid?:  When have you last requested the license to be renewed / when do you plan to request the license to be granted?: |

**1.2 Person authorised to submit the Expression of Interest**

|  |  |
| --- | --- |
| **Information required** | |
| **Name** | First name:  Surname: |
| **Position** |  |
| **Contact Details** | Address:  Telephone:  (e.g. +32-00000000)  E-mail: |

**1.3 Person for communications (if different from paragraph 1.2)**

|  |  |
| --- | --- |
| **Information required** | |
| **Name** | First name:  Surname: |
| **Position** |  |
| **Contact Details** | Address:  Telephone:  (e.g. +32-00000000)  E-mail: |

**1.4 Detailed information about the applicant**

|  |  |
| --- | --- |
| **Information required** | |
| **Description of the applicant’s main objectives and activities** (max. 1200 characters) or share link to webpage |  |
| **Describe the organisational and hierarchic structure. When applicable, include field offices. (max. 500 characters)**  Please attach an organisational chart |  |
| **Board: Describe composition, selection process and**  **responsibilities (financial affairs / management; approval**  **of annual plans & reports, risk management, results indicators, etc.)** |  |
| **Policies: Describe what policies you have in place, for example**  **Human resource policy in regard to equity and diversity of teams, Anti-corruption, Procurement, etc.** (max. 300 characters) |  |
| **Financial management and Audits: Describe the bookkeeping system and internal processes of check and balances. Describe the annual audit arrangements** (max. 500 characters) |  |
| **Human resources: Please indicate number and if FT = full-time, PT = part-time, or V= intern/volunteer** | * Management: * Technical Experts: * Administration: * Finance: * Media and communications: * Support personnel: |
| **Describe the financial resources of your organization:** | * Office equipment: * Other assets: * Financial volume per year for the last three years:[[3]](#footnote-4) |
| **Last Audit: Describe audit outcomes** (max. 300 characters)  Please attach the latest audit report |  |
| **Additional questions in regard to your bookkeeping / accounting systems:**  **1) Does the organization have financial procedures?**  **2) Who signs the bank account (authorizes payments from this account)? Are the bank accounts held in the name of the organization? (hence not in the name of individuals)**  **3) Who does the financial reporting?**  **4) How do you do your bookkeeping (cashbook or computer)? Which programme is being used (if computer)?**  **5) Are financial duties split between different members of the staff?**  **6) Do personnel have job descriptions? Do they include a clear statement of the job’s financial management responsibilities?**  **7) Does the organization have a risk analysis and risk management plan? What internal risks, financial risks, and risks of corruption can be identified? Has there been a follow-up?**  Please provide it, if available. | 1)  2)  3)  4)  5)  6)  7) |

**1.5 Applicant’s motivation and skills**

|  |  |
| --- | --- |
| **Information required** | |
| **What is your organization’s motivation to apply for this request for proposals? (max. 1800 characters)** |  |
| **How do your organizations’ experience, skills, qualifications, and professional networks fit with the required tasks?** **(max. 1000 characters)** |  |
| **Kindly provide detailed information on your experience with the following tasks (for each please provide 4-5 sentences highlighting your biggest achievements in this regard):** | 1. Project management: 2. Multistakeholder work/consultations: 3. Roadmap/strategy development: 4. Event management: 5. Cooperation/interaction with national and/or state government(s): 6. Capacity-building and training: 7. Media and communications: 8. Engagement in food policy processes: |

**1.6 Applicant’s partnerships**

|  |  |
| --- | --- |
| **Information required** | |
| **Are you applying as a single partner or as a member of a consortium?** |  |
| **Are you applying for tasks to be carried out in:**  *If applying as a consortium, please indicate if partners divide tasks at national or state level.* | * India: YES / NO   + Himachal Pradesh: YES / NO   + Meghalaya: YES / NO   + Nagaland: YES / NO   + Sikkim: YES / NO   + Uttarakhand: YES / NO * Bhutan: YES / NO * Nepal: YES / NO |
| **Have you been able to get a support letter from a representative of a national/state government stating that they are your affiliate partner(s)?**  Please attach a copy of the letter. | Please provide the full name of the person, his/her position, department/unit/board, state/country, email and phone. |
| **Which representatives of a national/state government could become your affiliate partner(s) soon? Please provide the full name of the person, his/her position, department/unit/board, state/country, email and phone.** |  |
| *The following questions are only relevant for consortia.* | |
| **Please list all organizations that are members of your consortium:** |  |
| **Have you previously positively collaborated together?** |  |
| **Which governance and implementation arrangements exist between the consortium partners?** |  |

**Appendix 2**

**SELF-DECLARATION ON EXCLUSION CRITERIA AND SELECTION CRITERIA**

*If applying as a member of a consortium, we need Appendix 2 for each partner separately.*

**Concerning the Request for Proposals of the project “Enhancing Knowledge and Capacities of Local Stakeholders to Strengthen Policy Environments Enabling Agroecology in the Himalayas”, coordinated by the World Future Council (WFC) and IFOAM-Organics International (IFOAM-OI)**

The undersigned [insert name and surname of the signatory of this form], representing the following legal person:

* Full official name:
* Official legal form:
* Statutory registration number:
* Full official address:
* VAT registration number:

Referred to below as ‘the applicant’

|  |  |
| --- | --- |
| The applicant certifies that itself, its proprietor(s), agents, sub-consultants, sub-contractors, consortium and joint venture partners have **NOT** engaged in fraudulent, corrupt, collusive, coercive or obstructive practices in connection with the present procurement process. | YES / NO |
| The applicant declares that the following criminal convictions, administrative sanctions and/or temporary suspensions have been imposed on the applicant and/or any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners: | If so, provide the following details   * Nature of the measure (i.e., criminal conviction, administrative sanction or temporary suspension): * Imposed by: * Name of party convicted, sanctioned or suspended (and relationship to applicant): * Grounds for the measure (i.e., fraud in procurement or corruption in contract execution): * Date and time (duration) of measure:   If no criminal convictions, administrative sanctions or temporary suspensions have been imposed, indicate “none”. |
| The applicant certifies that itself, including its director(s), partner(s), proprietor(s), key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners have **NOT** engaged in acts of sexual harassment, sexual exploitation and abuse in connection with the present procurement process and this agreement. | YES / NO |
| The applicant certifies that itself, including its director(s), partner(s), proprietor(s), key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners are **NOT** subject to a criminal conviction, administrative sanctions and/or temporary suspensions for engaging in acts of sexual harassment, sexual exploitation and abuse. | YES / NO |
| The applicant certifies that itself, its proprietor(s), agents, sub-consultants, sub-contractors, consortium and joint venture partners have **NO** actual, potential or reasonably perceived conflicts of interest and specifically that they: | YES / NO |
| * Do not have any actual or potential, and do not reasonably appear to have, at least one controlling partner in common with one or more other parties in the bidding process or the execution of the contract; | YES / NO |
| * Do not have any actual or potential, and do not reasonably appear to have, the same legal representative as another applicant for purposes of this request for proposals; | YES / NO |
| * Do not have any actual or potential, and do not reasonably appear to have, a relationship, directly or through common third parties, that puts them in a position to have access to undue or undisclosed information about or influence over the proposal process and the execution of the agreement, or influence the decisions of the procuring entity regarding the selection process for this procurement or during the execution of the agreement; | YES / NO |
| * Do not participate and do not potentially or reasonably appear to participate in more than one proposal in this process; and | YES / NO |
| * Do not have any actual or potential, and do not reasonably appear to have, a business or family relationship with, a member of the procuring entity’s board of directors or its personnel, WFC, IFOAM or its personnel, or any other individual that was, has been or might reasonably be directly or indirectly involved in any part of (i) the preparation of the request for proposal document, (ii) the selection process for this procurement, or (iii) execution of the agreement, unless the actual, potential or reasonably conflict stemming from this relationship has been explicitly authorized by the WFC. | YES / NO |
| [To be completed only if the previous boxes were not answered with a YES]  The applicant declares the following actual, potential or reasonably perceived conflicts of interest, that may affect, or might reasonably be perceived by others to affect, impartiality in any matter relevant to the procurement process, including the selection process and the execution of the agreement, with the understanding and acceptance that any action upon this disclosure shall be entirely under the WFC’s discretion: | Provide here a detailed description of any actual, potential or reasonably perceived conflicts of interest including their nature and the personnel, proprietor(s), agents, sub-consultants, sub-contractors, consortium or joint venture partners affected. |
| The applicant certifies that **NO** gratuities, fees, commissions, gifts or anything else of value have been paid or exchanged or are to be paid or exchanged with respect to the present bidding process. | YES / NO |
| *[To be completed only if previous box was not checked]*  The applicant declares that the following gratuities, fees, commissions, gifts or anything else of value have been exchanged, paid or are to be exchanged or paid with respect to the present bidding process: | If so, please provide the following details:   * [Name of Recipient/Address/Date/Reason/Amount] * [Name of Recipient/Address/Date/Reason/Amount] * [Name of Recipient/Address/Date/Reason/Amount] |

The person must immediately inform the contracting authority of any changes in the situations as declared.

The person may be subject to rejection from this procedure and to administrative sanctions (exclusion or financial penalty) if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

**Full name:**

**Date:**

**Signature:**

**Appendix 3**

**TECHNICAL PLAN**

**3.1 Proposed actions and methodology**

|  |  |
| --- | --- |
| **Information required** | |
| **Kindly describe the proposed methods and approaches to be used, demonstrating feasibility, soundness, and practicability,** **and workplan** (max. 10000 characters) |  |
| **Kindly provide information about the main risks and which mitigation measures you are planning to undertake** (max. 1000 characters) |  |
| **Describe how your proposal will be creating lasting impact on scaling up the agroecological paradigm and how it links and synergizes with ongoing projects and operations** (max. 1500 characters) |  |
| **If applying as a consortium: Describe the distribution of tasks among Partners as well as the means of coordination, collaboration and communications among Partners.** (max. 1000 characters) |  |

**3.2 Applicant’s project staff**

*If applying as a member of a consortium, please fill this part for each partner separately.*

|  |  |
| --- | --- |
| **Information required** | |
| **Executive Director** | Insert curriculum vitae or resume with full details of experiences, achievements and qualifications here **OR** attach it separately and mention this here. (please orient yourself with Appendix 6 to check whether your CV contains all necessary details) |
| **Contact Details** | First name:  Surname:  Telephone:  E-mail: |
| **Project manager** | Insert curriculum vitae or resume with full details of experiences, achievements and qualifications here **OR** attach it separately and mention this here. (please orient yourself with Appendix 6 to check whether your CV contains all necessary details) |
| **Contact Details** | First name:  Surname:  Telephone:  E-mail: |
| **Media and communications officer** | Insert curriculum vitae or resume with full details of experiences, achievements and qualifications here **OR** attach it separately and mention this here. (please orient yourself with Appendix 6 to check whether your CV contains all necessary details) |
| **Contact Details** | First name:  Surname:  Telephone:  E-mail: |
| **Finance Officer** | Insert curriculum vitae or resume with full details of experiences, achievements and qualifications here **OR** attach it separately and mention this here. (please orient yourself with Appendix 6 to check whether your CV contains all necessary details) |
| **Contact Details** | First name:  Surname:  Telephone:  E-mail: |

**3.3 Applicant’s reference projects**

|  |  |
| --- | --- |
| **Information required** | |
| **Reference project 1** | Insert summary with full details on timeframe, budget, goals and outcomes, donor, individually/jointly implementation (if jointly which tasks did the applicant carry out), funding amount and whether fully received / reduced / cancelled, etc. here **OR** attach it separately and mention this here **OR** share webpage. |
|  |  |
| **Reference project 2** | Insert summary with full details on timeframe, budget, goals and outcomes, donor, etc. here **OR** attach it separately and mention this here **OR** share webpage. |
|  |  |
| **Reference project 3** | Insert summary with full details on timeframe, budget, goals and outcomes, donor, etc. here **OR** attach it separately and mention this here **OR** share webpage. |
|  |  |

**Appendix 4**

**FINANCIAL PLAN**

* 1. **Costs and financing** (about 2 pages)

Please briefly describe proposed project costs by component and by expenditure category. Kindly provide information about the project’s financing, including any co-financing provided by the Partner and/or any other project party or co-financier, specifying whether cash or in-kind.

Kindly indicate exchange rate used for conversion to Euro, including date: XXX

**Table 1: Costs by component and financier**

(Thousands of EURO)

|  |  |  |  |
| --- | --- | --- | --- |
| **Components** | *WFC/IFOAM* | *[Name of cofinancier][[4]](#footnote-5)* | *Total* |
|
| 1. [Roadmap finalization, Dec 2023-July 2024] |  |  |  |
| 1. [Roadmap launch event, autumn 2024] |  |  |  |
| 1. [Capacity development trainings, etc.] 2. [Roadmap implementation, 2024-2026] |  |  |  |
| **Total** |  |  |  |

Figures to be rounded to thousands.

**Table 2: Costs by expenditure category and financier**

(Thousands of EURO)

|  |  |  |  |
| --- | --- | --- | --- |
| *Expenditure category* | *WFC/IFOAM* | *[Name of cofinancier]* | *Total* |
|
| 1. [Salaries and allowances] |  |  |  |
| 1. [Consultancies and activities] |  |  |  |
| 1. [Overheads, 8%] |  |  |  |
| **Total** |  |  |  |

Figures to be rounded to thousands.

**Table 3: Costs by Partner** *(only relevant, if applying as a consortium)*

(Thousands of EURO)

|  |  |  |  |
| --- | --- | --- | --- |
| *Name of Partner* | *WFC/IFOAM* | *[Name of cofinancier]* | *Total* |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| **Total** |  |  |  |

Figures to be rounded to thousands.

**Appendix 5**

**CHECK-LIST OF DOCUMENTS TO BE ATTACHED FOR ASSESSMENT**

|  |
| --- |
| **Documents to be attached to the Expression of Interest**  (if not existing in English, please provide original copy and the translation into English) |
| **a.** Letter of Expression of Interest duly signed (**page 1**) |
| **b.** Complete information about the Applicant (as per template provided in **Appendix 1**) |
| **c.** Official registration of the Applicant evidencing the statute under which it operates (e.g. non-governmental organisation, foundation, etc.). We need evidence of legal form and registration in accordance with the legal provisions that apply in the country in which the organisation is based, i.e. extracts from the appropriate register / formation documents showing the location of the organisation’s registered office and the year of formation (if not shown in the register entry). |
| **d.** Self-declaration on situations of exclusion, duly signed (as per template provided in **Appendix 2**) |
| **e.** Official FCRA license, VAT / GST tax number and/or other forms of substantiating documentation generally required in the country. |
| **f.** Annual reports (2020, 2021, 2022), statutes, organizational chart, latest audit report, Board minutes (including the last annual general meeting and elections), and, if available, risk analysis and risk management plan |
| **g.** Letter of support from national and/or state governments that they are affiliate partners |
| **h.** Complete technical plan (as per template provided in **Appendix 3**), curriculum vitaes or resumes of project staff (if not already provided under 3.2) and summaries of reference projects (if not already provided under section 3.3.) |
| **i.** Complete financial plan (as per template provided in **Appendix 4**) |
| **g.** If applicable, a list of foreign-funded programmes (e.g., but not limited to, IFAD, GEF, European Union, GIZ, etc.) or other national/ regional/ local funding initiatives, to which the applicant participated in the past 5 years |

**Appendix 6**

**GUIDANCE FOR CVs OR RESUMES**

Each CV should be no longer than 2 pages. Please make sure to not exceed this limit. Kindly make sure your CV or Resume includes the following details:

* **First name:**
* **Surname:**
* **Description of yourself (2-3 sentences):**
* **Phone:**
* **Email:**
* **Address:**
* **Experience:** For each, please indicate duration in months and years, organizations name, job title/position and provide 3-4 sentences on the tasks you carried out, your achievements and whether this was a full-time, part-time or intern/volunteer position
* **Education:** Name of University/College, Name of Degree, Year of completion, Final grade
* **IT Expertise**
* **Languages:** Indicate per language, if fluent / good / basic.
* **Two references:** Indicate for each full name, position, organization, phone and email.

**Appendix 7**

**PRIVACY STATEMENT**

**General Data Protection Regulation (GDPR) of the European Union[[5]](#footnote-6)**

GDPR compliance is not just a matter of ticking a few boxes; the Regulation demands that you be able to demonstrate compliance with its data processing principles. This involves taking a risk-based approach to data protection, ensuring appropriate policies and procedures are in place to deal with the transparency, accountability and individuals’ rights provisions, as well as building a workplace culture of data privacy and security.

The GDPR applies to personal data. This is any information that can directly or indirectly identify a natural person, and can be in any format. The Regulation places much stronger controls on the processing of special categories of personal data. The inclusion of genetic and biometric data is new.

Personal data: name, address, email address, photo, IP-address, location data, online behavior (cookies), profiling and analytics data

Special categories of personal data: race, religion, political opinions, trade union membership, sexual orientation, health information, biometric data, genetic data

Service providers (data processors) that process data on behalf of an organization come under the remit of the GDPR and will have specific compliance obligations. An example might be a company that processes your payroll or a Cloud provider that offers data storage. Special contracts have to be signed between the data processors and the WFC. Please check if you are working or going to work with data processors, e.g. newsletter sending, data storage (cloud), website …

**Data protection principles -** Personal data must be processed according to the six data protection principles:

1.       Processed lawfully, fairly and transparently

2.       Collected only for specific legitimate purposes

3.       Adequate, relevant and limited to what is necessary

4.       Must be accurate and kept up to date

5.       Stored only as long as is necessary

6.       Ensure appropriate security, integrity and confidentiality

**Accountability and governance -** You must be able to demonstrate compliance with the GDPR

·         The establishment of a governance structure with roles and responsibilities

·         Keeping a detailed record of all data processing operations

·         The documentation of data protection policies and procedures

·         Data protection impact assessments (DPIAs) for high-risk processing operations

·         Implementing appropriate measures to secure personal data

·         Staff training and awareness

·         Where necessary, appoint a data protection officer.

**Data protection by design and by default** - There is a requirement to build effective data protection practices and safeguards from the very beginning of all processing:

·         Data protection must be considered at the design stage of any new process, system or technology

·         A DPIA is an integral part of privacy by design

·         The default collection mode must be to gather only the personal data that is necessary for a specific purpose

**Law processing** – You must identify and document the lawful basis for any processing of personal data. The lawful bases are:

·         Direct consent from the individual

·         The necessity to perform a contract

·         Protecting the vital interests of the individual

·         The legal obligations of the organization

·         Necessity for the public interest

·         The legitimate interests of the organization

**Valid consent -** There are stricter rules for obtaining consent:

·         Consent must be freely given, specific, informed and unambiguous

·         A request for consent must be intelligible and in clear, plain language

·         Silence, pre-ticked boxes and inactivity will no longer suffice as consent

·         Consent can be withdrawn at any time

·         Consent for online services from a child under 13 is only valid with parental authorization

·         Organizations must be able to evidence consent

**Privacy rights of individuals** – Individuals’ rights are enhanced and extended in a number of important areas:

·         The right of access to personal data through subject access requests

·         The right to correct inaccurate personal data

·         The right in certain cases to have personal data erased

·         The right to object

·         The right to move personal data from one service provider to another (data portability)

**Transparency and privacy notices** - Organizations must be clear and transparent about how personal data is going to be processed, by whom and why.

·         Privacy notices must be provided in a concise, transparent and easily accessible form, using clear and plain language

**Data transfers outside the EU** - The transfer of personal data outside the EU is only allowed:

·         Where the EU has designated a country as providing an adequate level of data protection

·         Through model contracts or binding corporate rules

·         By complying with an approved certification mechanism, e.g. EU-US Privacy Shield

**Data security and breach reporting** - Personal data needs to be secured against unauthorized processing and against accidental loss, destruction or damage.

·         Data breaches must be reported to the data protection authority within 72 hours of discovery

·         Individuals impacted should be told where there exists a high risk to their rights and freedoms, e.g. identity theft, personal safety

**Data protection officer (DPO)**

The appointment of a DPO is mandatory for:

·         Public authorities

·         Organizations involved in high-risk processing

·         Organizations processing special categories of data

A DPO has set tasks:

·         Inform and advise the organization of its obligations

·         Monitor compliance, including awareness raising, staff training and audits

·         Cooperate with data protection authorities and act as a contact point

**Practical steps to protect data**

**Data protection at the workplace**

*Personal information should not be deliberately or inadvertently viewed by uninvolved parties.*

**Work according to a clean desk policy**

Topic of data protection is everyone’s business. You, too, can help protect personal and confidential information at work from falling into the hands of unauthorized persons.

* Staff should operate a clear desk policy at the end of each working day and when away from the desk or the office for long periods.
* Personal and sensitive records held on paper and/or on screens must be kept hidden from unauthorised persons.
* Records containing personal information must not be left unattended where they are visible or maybe accessed by unauthorised persons.
* If computer is left unattended, staff must ensure that no personal information may be observed or accessed by unauthorised persons.
* The use of secured screen savers is advised to reduce the chance of casual observation.
* Rooms, cupboards or drawers in which personal records are stored should be locked when unattended.
* While appreciating the need for information to be accessible, staff must ensure that personal records are not left on desks or workstations at times when unauthorized access might take place.
* Staff must only access service user information on a need to know basis and should only view or share data that is relevant or necessary for them to carry out their duties.

**Passwords**

All passwords must be unique. When creating a password, please avoid using words you can find in the dictionary, personal information (e.g. name, phone number, date of birth), key board patterns, like qwert or 12345, common acronyms)

The password ideally includes the following items:

* at least 10 characters.
* Password must contain a combination of letters (both upper & lower case), numbers (0-9) and at least one special character (for example §, \*, #, ?).
* no use of board patterns (e.g. 12345 or QWERTZ).

**Keep your password secret**

Never tell your password anyone. If you need to grant someone access to your server, set up a separate username and password for that person. Never write your password down, especially not anywhere near the computer. Do not store your password in a plain text file on your computer. Never send your password over an unencrypted connection. Periodically test your current password and update your password every six months.

While passwords that are easy for you to remember are also less secure than a completely random password, following these tips can help you find the right balance between convenience for you and difficulty for hackers. Create a unique acronym of a sentence or phrase you like. You can include phonetic replacements, such as ‘Luv 2 Laf’ for ‘love to laugh’. Or jumble together some pronounceable syllables, such as ‘iv,mockRek9’.

**Disposal**

Any records containing personal identifiable information such as name, address, date of birth, PPS Number, employee number, or medical record is deemed confidential. Other records may also be confidential if they contain information about WFC business or finances. Examples of confidential documents include financial records, payroll records, personnel files or legal documents.

Segregation of confidential waste

Only a minority of documents is confidential, and should be disposed in confidential paper bins or security bags. Alternative paper recycling options should be provided for non-confidential paper/magazines.

There is one confidential waste disposal option in Hamburg: WFC staff may shred confidential records into confetti‐like particles using in‐house shredders. This shredded paper can be recycled as part of a recyclables collection.

**What to do with the old devices (USB-Stick, DVD, memory cards, laptop)?**

If data carriers are to be disposed of, it must be ensured that stored personal data and confidential information do not fall into unauthorised hands. This can be ruled out by mechanically destroying data carriers. If this is not possible, the data carrier must be deleted in compliance with data protection. For this it is not sufficient that a data carrier is formatted with a formatting command, because the data remains on the disk. It is necessary to completely overwrite the data carrier with zeroes and ones, preferably several times.

**How should visitors and guests be treated?**

Visitors and guests should not be able to move around the office on their own. If you meet non-corporate individuals, you may ask them and offer them to bring them to their contact person. In this way, you help to ensure that unauthorised persons do not make their way around the office unnoticed.

**Privacy during business travel**

**How should notebook, data carriers and documents be kept on the way?**

Whenever you are on the move, keep your notebook, data carriers, and documents as far away as possible from the eyes of unauthorised persons. The notebook, mobile phone, storage media and confidential documents should also be stowed safely in the hotel. If there is a safe available, you should definitely use it. For meetings, it may make sense to secure your notebook to a table or radiator with a so-called cable lock. This makes it difficult for potential thieves and you usually do not need to worry about your device when you leave the room for a short coffee break.

Therefore, only bring along the equipment, storage media and documents that you absolutely need for work.

**Why should data carriers and data be encrypted?**

Encrypting data makes it difficult for unauthorised persons to access them. There are a lot of encryption options, e.g. by creating an encrypted file archive (so-called ZIP file), protecting the document with a password or by using encryption software or hardware-encrypted storage media. The key advantage: If there is a theft, the damage is limited primarily to the material value of the stolen thing. Because you cannot access the data thanks to encryption, there is usually no risk for privacy and confidentiality. Important for the password variant, send the password in a separate e-mail or say it by phone.

**Which technical protection mechanisms are of particular importance?**

Especially when you are not in the office, it is important that you use existing protection mechanisms. Never deactivate the firewall of your notebook and never switch off the monitoring function of the virus scanner. Firewall and automatic virus detection are particularly important when you connect your computer to the Internet, e.g. , to check e-mails. It is also important when you receive data and files from business partners or customers which/ that are on USB sticks or CDs. Personal data on a mobile data carrier should always be protected against unauthorised access. Encryption of the data or the whole volume is an adequate means. By the way: make it as hard as possible for hackers. If you do not need a wireless connection, you should turn off the feature on your notebook or smartphone.

**What should be considered when working on the train, plane or in the hotel lobby?**

Always keep in mind that your surroundings may be very curious and want to know what you are doing. If possible, choose your seat so that nobody can look over your shoulder. Even so-called privacy screens for notebook screens, smartphones and smart pads are a privacy friendly help. They provide a different refraction so that your neighbours can not see what is on your screen.

**Why should we not use every available Wi-Fi for a connection to the internet?**

If you want to connect your notebook to Wi-Fi, you should always give preference to Wi-Fi hotspots provided by reputable service provider. With other service providers or so-called wild Wi-Fi hotspots, you can never be sure which interests the provider actually pursues. Alternatively, you can also use mobile operator data transmission services. But again, as with Wi-Fi, data transfer is only secure if encrypted. Use therefore available VPN solutions.

**What to do if computer, data carrier or documents are stolen or lost?**

If this happens, you must immediately inform the company. Inform your supervisor. If personal data or confidential information is affected, you should also inform the data protection officer. These bodies will assess the situation and take appropriate action. Important: If something is stolen from you, make sure to fill (in) a complaint at the local police station and have your criminal charges confirmed.

**The right to be forgotten and erased from records**

Unless further processing of the personal data of a person who is concerned is required, the person concerned may request the deletion of their personal data from the controller and possible data recipients. An obstacle would be e.g. taxation of retention of purchase contracts. Such retention requirements can be found, e.g. in tax law – it stipulates that receipts must be kept for 10 years.

The right to be forgotten also affects the storage or processing time of personal data. If the earmarking or the legal basis of the processing lapse, the further processing is inadmissible and the data must be deleted (at least however anonymised). For example, the address data from a competition would have to be deleted when the award was handed over to the winner and the competition is concluded. After a retention period has expired, the personal data must be permanently deleted or anonymised.

**Data processing by external service providers**

A company may have the processing of personal data carried out on its behalf by another company. However, some framework conditions are linked to this. One condition is that in accordance with Art. 28 GDPR a written or electronic contract or another legal instrument of the European Union must be concluded. Here, among other things, it is determined to what extent and in which way the commissioned data processing may take place in accordance with instructions by the contractor.

For details please contact the management board.

1. This can be found in Appendix 7 of this document. [↑](#footnote-ref-2)
2. This document is available in Appendix 2 (see below). [↑](#footnote-ref-3)
3. Broken down by projects, respective donor agencies, membership fees, donations and any other sources of income. [↑](#footnote-ref-4)
4. Please specify sources of cofinancing. [↑](#footnote-ref-5)
5. <https://gdpr-info.eu/> [↑](#footnote-ref-6)