



## Privacy and Cookie Policy

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The International Group of LNG Importers (GIIGNL) is committed to protecting and respecting your privacy. This policy (together with our terms of use and any other documents referred to therein) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. For the purpose of the European GDPR the data controller is the GIIGNL Central-Office, 8 rue de l'Hôtel de Ville, 92200 Neuilly-sur-Seine, France.

### Information we may collect from you

We may collect and process the following data about you:

- information about yourself or your company, such as your name, email, address or login password, that we may need to correspond with you or to access the content restricted for our members
- information required in the context of site visits (such as technical tours): passport number, date and place of birth, color of eyes, height
- information that you provide by filling in forms on our site [www.giignl.org](http://www.giignl.org) (our site). This includes information provided at the time of subscribing to our newsletter, downloading or posting material or requesting further services
- we may also ask you for information when you enter a competition or promotion sponsored by GIIGNL or when you report a problem with our site. If you contact us, we may keep a record of that correspondence.

We may also collect details of your visits to our site including, but not limited to, traffic data, location data, weblogs and other communication data, whether this is required for our own purposes or otherwise and the resources that you access.

We will store your personal data only as long as necessary for the fulfilment of the purposes for which it was collected. Providing your personal data is entirely voluntary, however, if you refrain to do so, you may not be able to use all our services, such as entering the content restricted to our members.

### IP addresses

We may collect information about your computer, including where available your IP address, operating system and browser type, for system administration and to report aggregate information to our to our

service provider who helps us manage the website. This is statistical data about our users' browsing actions and patterns, and does not identify any individual.

### **Where we store your personal data**

All information you provide to us is stored on our secure servers. Where we have given you (or where you have chosen) a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone. Unfortunately, the transmission of information via the Internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorized access.

Where we have given you or where you have selected a password which enables you to access the members area of our website, you are responsible for keeping this password confidential. We kindly ask you not to share a login or password with anyone.

### **How we secure your personal data**

We recognize the importance of information security, and are constantly reviewing and enhancing our technical, physical, and logical security rules and procedures. We have established technical means, procedures and policies to preserve the integrity, confidentiality and privacy of your personal data, during its collection, use, transfer and storage while under our control.

### **Why we use your personal information**

We use information held about you in the following ways:

- to answer any question you may ask us
- to enable you to log in to the content restricted to members
- to maintain our relationship with you
- to manage our website
- to ensure that content from our site is presented in the most effective manner for you and for your computer
- to provide you with information, products or services that you request from us or which we feel may interest you, where you have consented to be contacted for such purposes
- to allow you to participate in interactive features of our service, when you choose to do so
- to notify you about changes to our services
- to comply with safety verification rules (for the organization of events such as technical visits)

### **Disclosure of your information**

GIIGNL may share your contact information (name, company name, job title, post address, email address, phone) with employees of other GIIGNL member companies or with affiliated non-profit organizations.

GIIGNL will not share your personal data with any other third parties, except:

- if you request us to do so,
- with our service provider(s) who help us manage the website

- in other situations, such as, but not limited to, to comply with legal or regulatory requirements or obligations in accordance with applicable law, a court order, administrative process or judicial process or subpoena.

If personal data is shared as mentioned above, we seek to limit the scope of data that is furnished to the amount necessary for the performance of the specific function. Unless otherwise precluded by legal process, we require recipients to protect your personal data and abide by applicable privacy laws and regulations.

## Your rights

You have the right to access your personal data in order to ensure that your personal data is still accurate and up to date. You have the right to ask us if we hold any personal data on you by making an access request. If we hold information about you, we will explain what we have, why we're holding it and who it could be disclosed to. You may also request to have a copy of the information in an intelligible form. If we hold personal data about you that is incorrect, you may request for us to correct any mistake in the same manner. To make such a request, please use the contact form or send an email to [central-office@giignl.org](mailto:central-office@giignl.org). Our site may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

## About Cookies

### What are cookies?

Cookies are small data files sent by a website's server to a web browser, processor memory or hard drive and stored there. They can be used for a range of different purposes, such as customizing a website for a particular user, helping a user navigate a website, improving that user's website experience, and storing that user's preferences and login information.

### Essential and non-essential cookies

Cookies can be classified as either 'essential' or 'non-essential'.

*Essential cookies:* these are cookies that are either:

- used solely to carry out or facilitate the transmission of communications over a network; or
- strictly necessary to provide an online service (e.g. our website or a service on our website) which you have requested.

*Non-essential cookies:* these are any cookies that do not fall within the definition of essential cookies, such as cookies used to analyze your behavior on a website ('analytical' cookies) or cookies used to display advertisements to you ('advertising' cookies).

*Session and persistent cookies:*

Cookies can be classified as either 'session' or 'persistent', depending on how long they last after they are placed on your browser.

*Session cookies:* session cookies last for as long as you keep your browser open. They expire when you close your browser.

*Persistent cookies:* persistent cookies expire at a fixed point in time or if you manually delete them from your browser, whichever occurs first.

*First and third party cookies:*

Cookies can be classified as 'first party' or 'third party'.

*First party cookies:* these are cookies placed on your device by our website domain.

*Third party cookies:* these are cookies placed on your device by third party website domains.

If you require further information about cookies in general, please visit [www.allaboutcookies.org](http://www.allaboutcookies.org)

## **Managing Cookies**

### **How to opt out of essential cookies?**

Most browsers allow you to block all cookies, including essential cookies. Please note, however, that if you block all cookies, parts of our website and its functionality may not work or display properly.

You can delete existing cookies from your browser by clearing your browsing data and ensuring that the option to delete cookies is selected.

### **More information**

Google Analytics cookies are classified as first party cookies as they are set by our website domain, although Google collects and processes information from our use of Google Analytics. To find out more about how Google handles information collected from Google Analytics, see Google Analytics' privacy policy, which is available here: <https://support.google.com/analytics/answer/6004245>

For information on how Google uses data from cookies it uses, please visit [www.google.com/policies/privacy/partners/](http://www.google.com/policies/privacy/partners/)

### **How to opt in or out from analytical cookies**

See the section below entitled How to accept or reject cookies

To opt out of Google Analytics tracking across all websites in general, you can do so here: <http://tools.google.com/dlpage/gaoptout>

## **Managing Cookies**

Most browsers allow you to refuse to accept cookies and to delete cookies. The methods for doing so vary from browser to browser, and from version to version. You can however obtain up-to-date information about blocking and deleting cookies via these links:

- (a) <https://support.google.com/chrome/answer/95647?hl=en> (Chrome);
- (b) <https://support.mozilla.org/en-US/kb/enable-and-disable-cookies-website-...> (Firefox);
- (c) <http://www.opera.com/help/tutorials/security/cookies/> (Opera);
- (d) [https://support.microsoft.com/en-gb/help/17442/windows-internet-explorer...](https://support.microsoft.com/en-gb/help/17442/windows-internet-explorer-...) (Internet Explorer);
- (e) <https://support.apple.com/kb/PH21411> (Safari); and
- (f) <https://privacy.microsoft.com/en-us/windows-10-microsoft-edge-and-privacy> (Edge).

Blocking all cookies will have a negative impact upon the usability of many websites.

If you block cookies, you will not be able to use all the features on our website.

### **Changes to our privacy policy**

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail.

### **Contact**

Questions, comments and requests regarding this privacy policy are welcomed and should be sent by email to: [central-office@giignl.org](mailto:central-office@giignl.org)