

WINCC Mentor Academy

Privacy Notice

The WINCC Mentor Academy programme ("Programme") provided by the Women in Cocoa & Chocolate Network in support by Equipoise B.V. ("Provider", "we", "our", or "us").

This Privacy Notice explains how we collect, use, process, store, and protect Personal Data in connection with participation in the Programme and use of related digital platforms, communication channels, and Programme activities ("Platform").

By participating in the Programme, Participants acknowledge this Privacy Notice.

1. Who we are

The WINCC Mentor Academy is an international mentoring and professional development programme designed to support meaningful connections, leadership development, and knowledge exchange across the global cocoa and chocolate sector.

Equipoise B.V., operating under the WINCC Network, acts as the organiser and administrator of the Programme on behalf of WINCC.

Contact: academy@wincc.info
www.wincc.info

2. Personal data we may collect

We may collect and process the following categories of Personal Data:

- name and contact details;
- company or organisational affiliation;
- professional background and profile information;
- mentor or mentee preferences and matching information;
- communications and interactions within the Programme or Platform;
- scheduling and participation information;
- feedback, surveys, and Programme evaluations;
- payment and billing information where applicable;
- technical and usage data relating to Platform access and Programme participation.

We do not intentionally collect or process special categories of Personal Data as defined under Article 9 GDPR unless voluntarily disclosed by Participants.

3. Purposes of processing

Personal Data may be processed for purposes related to:

- administering and operating the Programme;
 - onboarding and participant registration;
 - mentor–mentee matching;
 - facilitating mentoring interactions and communication;
 - providing access to the Platform and Programme resources;
 - programme coordination and community engagement;
 - improving Programme quality and participant experience;
 - ensuring Programme safety, integrity, and compliance;
 - billing and financial administration where applicable;
 - complying with legal or regulatory obligations.
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4. Legal basis for processing

Where applicable under the General Data Protection Regulation (EU) 2016/679 ("GDPR"), we process Personal Data based on:

- performance of a contract;
 - legitimate interests in operating and improving the Programme;
 - compliance with legal obligations; and/or
 - consent, where required.
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5. Third-party technology providers

The Programme and Platform may be supported by third-party technology providers selected by the Provider, including providers of mentoring platforms, communication tools, scheduling systems, cloud hosting, payment processing, and video conferencing services. Such third parties may process Personal Data solely for purposes related to the administration, operation, and delivery of the Programme and are subject to appropriate contractual and confidentiality obligations where required.

The Provider may change or replace third-party technology providers from time to time.

6. Mentoring interactions and confidentiality

The Programme facilitates mentoring relationships and professional interactions between independent Participants.

Participants remain responsible for exercising appropriate professional judgement when sharing personal, confidential, commercially sensitive, or proprietary information during Programme interactions.

While the Provider seeks to support a respectful and confidential Programme environment, the Provider cannot guarantee the confidentiality, privacy, or security of communications

taking place outside the Platform or beyond the scope of the Programme.
Any interactions, meetings, or arrangements outside the formal Programme scope remain the responsibility of the Participants involved.

7. Data sharing

Personal Data may be shared with third-party service providers, contractors, or operational partners strictly as necessary to administer and operate the Programme.

We do not sell Personal Data to third parties.

Personal Data may also be disclosed where required by law, regulation, legal process, or competent authorities.

8. International data transfers

As the Programme operates internationally, Personal Data may be transferred to or accessed from countries outside the European Economic Area ("EEA").

Where required, appropriate safeguards and lawful transfer mechanisms shall be applied in accordance with applicable data protection laws.

9. Data retention

Personal Data shall be retained only for as long as reasonably necessary for Programme administration, operational purposes, legal compliance, community management, or dispute resolution, unless a longer retention period is required by law.

Data may subsequently be deleted, anonymised, or archived in accordance with applicable legal and operational requirements.

10. Data security

The Provider implements commercially reasonable technical and organisational measures intended to protect Personal Data against unauthorised access, misuse, disclosure, alteration, or loss.

However, no digital platform, communication method, or data transmission system can be guaranteed fully secure.

11. Participants rights

Subject to applicable law, Participants may have the right to:

- request access to their Personal Data;
- request correction of inaccurate or incomplete data;
- request deletion of Personal Data;

- object to certain processing activities;
- request restriction of processing;
- request data portability;
- withdraw consent where processing is based on consent; and
- lodge a complaint with a competent supervisory authority.

Requests may be submitted using the contact details below.

12. Cookies and website technologies

The Programme website or Platform may use cookies or similar technologies necessary for functionality, security, analytics, or user experience purposes.

Where required by law, consent shall be obtained before placing non-essential cookies.

13. Changes to the Privacy Notice

The Provider may update this Privacy Notice from time to time to reflect operational, legal, technical, or Programme-related changes.

The most recent version will be made available through the website, Platform, or Programme communications.

14. Contact

For questions relating to this Privacy Notice or Personal Data processing, please contact:

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Operated by Equipoise B.V.
academy@wincc.info
www.wincc.info