



get sustainable  
challenge

sustainable  
BUSINESS NETWORK

### **Terms and Conditions**

The information you provide is used to prepare the Get Sustainable Challenge Report. The data is stored for the express purposes of creating the report. Data stored by SBN will not be made available to third parties. Once the participant has received the Get Sustainable Challenge Report, privacy of the data in that report becomes the responsibility of the participant.

### **Your Privacy**

The Sustainable Business Network commits to keeping information gathered during the Get Sustainable Challenge confidential; other than:

- for the purposes of preparing the Challenge reports to each individual business;
- for the Regional and National Sustainable Business Awards (where a company has chosen to enter the awards). Information will be used for judging purposes and for promotional material. Promotional material will be provided for approval prior to publication.
- where SBN produces case studies or other promotional or education material – all such material will be provided to relevant participants for approval prior to publication
- aggregate information that does not identify specific participants.

Get Sustainable Challenge assessment answers and reports are made accessible to participants via a secure login on the Get Sustainable Challenge website. Participants are responsible for ensuring that they do not divulge their user id or password to any unauthorized individuals.

In addition each SBN employee conducting Get Sustainable Challenge assessments has signed the following statement:

#### ***SBN Confidentiality Statement***

*As an employee with the Sustainable Business Network, I understand that I may work with data that is confidential in nature and in may be protected by law. I agree to the following with respect to carrying out my tasks:*

- *I will not knowingly break laws governing privacy of information.*
- *I will appropriately maintain and protect the confidentiality of any information or data to which I may have access, including Get Sustainable Challenge files and reports.*
- *I will not seek to personally benefit or permit others to personally benefit from any data or information that I may encounter during my work as an SBN employee.*
- *I will bring any known conflict of interest which would inhibit my independence in carrying out an engagement to the management of the Sustainable Business Network.*
- *Upon terminating employment with the Sustainable Business Network, I agree to return all documents, equipment, property, reports, correspondence or other such items in my possession that belong to the Network. I further agree not to keep copies of any such items.*