



Global Policy for the Data Governance of Fairtrade Supply Chain Operator Data

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A. Objective

The Fairtrade System is a global network of multiple, independent organisations with different functional and geographical scopes, all working to achieve the Fairtrade mission. The Fairtrade mission is to connect disadvantaged producers and consumers, promote fairer trading conditions and empower producers to combat poverty, strengthen their position and take more control over their lives.

Sharing and using data is a key enabler for achieving the Fairtrade mission and it is expected from various stakeholders. The Fairtrade System is, therefore, committed to increasing its data availability and transparency. At the same time, the collection, use and sharing of data can have a profound impact on individuals, business, and supply chains, including the realisation of negative consequences. Responsibly governing who has access to data and the ways in which data can be used is, therefore, of great importance.

The purpose of this policy is to outline the five Data Governance Principles by which all members of the Fairtrade System ensure data is handled in line with the Fairtrade mission.

B. Scope

The organisations that form the Fairtrade System are Fairtrade International, National Fairtrade Organisations, Producer Networks, FLOCERT and Fairtrade Marketing Organisations. These members collect, process, store, use, exchange, and make available Fairtrade Supply Chain Operator data, specifically Fairtrade certified Producer Organisations and Traders, and Fairtrade Licensees data. This policy applies to the members of the Fairtrade System and is designed to govern the use and sharing of Fairtrade Supply Chain Operator data.

C. Definitions

Consent management: A system, process or procedures designed to manage where consent has been given (or revoked) to collect, process, use, store or share data.

Data: The raw material from which information is derived. Can be text, numbers, images, audio or other formats and is often analysed, reported and shared to increase understanding.

Data quality controls: Processes and procedures designed to ensure the veracity of the data. Often carried out by the Data Steward.



Data recipient: any entity that receives data including a natural or legal person, organisation, public authority or agency. This can include members of the Fairtrade System, Fairtrade Supply Chain Operators, and potentially also third parties.

Data rightsholder: is the person or organisation from which the data is obtained, who is either the data subject or is the party responsible for that data.

Data Steward: Staff members within the Fairtrade System who are responsible for managing and ensuring the quality, integrity, security, and governance of data assets.

Data Subject: The identified or identifiable living individual to whom personal data relates.

Fairtrade mission: The Fairtrade mission is to connect disadvantaged producers and consumers, promote fairer trading conditions and empower producers to combat poverty, strengthen their position and take more control over their lives.

Fairtrade Supply Chain Operator: The Organisations or parties taking part in the Fairtrade Supply Chain, specifically those taking ownership of a Fairtrade product and holding a contractual relationship with a member of the Fairtrade System, including Producer Organisations, Traders, Licensees, and in some cases Retailers.

Fairtrade System: The Fairtrade System is a global network of multiple independent organisations with different functional and geographical scopes, all working to achieve the Fairtrade mission.

Producers: Farmers and workers who work for a Fairtrade certified producer organisation.

Third parties: an individual or entity that is not directly involved in a particular contractual relationship, agreement, or legal transaction with the Fairtrade System but may be affected by or have an interest in it.

D. Policy statement

Members of the Fairtrade System are to adopt, follow and comply with the principles outlined within this policy. This policy is to be implemented across the Fairtrade System at a local level and will form part of the new Fairtrade System wide governance framework. This policy will also be referenced in contractual agreements between members of the Fairtrade System, as well as in contractual agreements with Fairtrade Supply Chain Operators.



E. Data Governance Principles

The ways in which data is handled by the Fairtrade System upholds the Fairtrade mission by following these Data Governance principles.

1. Fair Value distribution
2. Enabling data rightsholders to be in control
3. Responsible use of data
4. Upholding quality and veracity
5. Ensuring compliant and lawful use

Fair value distribution

The Fairtrade System are committed to enabling fair value distribution in the following ways:

Reciprocity: Mutual respect, equal dialogue and a balanced influence between parties are hallmarks of genuine partnerships. Where data flows only in one direction, this genuine partnership is threatened. Members of the Fairtrade System are committed to enabling data to be shared in both directions, creating understanding about the challenges being faced at all levels of the supply chain. Fairtrade IT systems and data solutions are designed and built to facilitate reciprocity instead of becoming a barrier to it.

Benefit sharing: Members of the Fairtrade System endeavours to ensure that cost and benefits of data gathering, processing, and use are shared equally. When the distribution of cost and benefit is not balanced, compensation for the parties bearing a disproportionate cost burden is intended. Compensation can be financial but also take other forms such as long-term sourcing commitments or programme commitments.

Enabling data rightsholders to be in control

The Fairtrade System defines a data rightsholder as being in control of their data when they understand what data is being collected and who will have access to it, how it is intended to be used, and when an informed and free decision can be taken.



This principle is implemented in the following ways:

Transparency: Members of the Fairtrade System document and make available information to data rightsholders on what data it gathers from them, who has access to which data, both within the Fairtrade System and beyond, based on a clear confidentiality classification, as well as the purposes for collecting and using their data.

Obtaining consent: the members of the Fairtrade System have clear consent management processes in place. These have been designed to ensure that data rightsholders can give, revoke, or reject consent to the use or sharing of their data based on a clear understanding of the purposes for collecting the data, the intended use, and the extent of sharing.

Enabling informed decisions: when it comes to making decisions about sharing data, the members of the Fairtrade System ensure that the data rightsholders have been given the information they need to make the decision and to understand the consequences of that decision. This information may include the risks associated with sharing (or not sharing) that data. Knowledge and insights generated from producer data shared should be shared back with the producers to enable informed decisions and equitable participation in the supply chain.

Responsible use of data

Members of the Fairtrade System are required to utilize data in line with the Fairtrade Mission, ensuring that it is not used or shared in a manner that disadvantages producers and workers, any vulnerable groups, or any members of the Fairtrade System's reputation.

This principle is implemented through:

Risk assessments: members of the Fairtrade System are required to identify and assess risks and potential consequences of using and sharing data to avoid it being used in a disadvantageous way to the data rightsholder. This assessment includes the consequences of deciding not to share this information.

Engage to address issues: When data recipients have been informed of potential issues or concerns related to Fairtrade producers, they are expected to engage in supporting producers to overcome these issues rather than disengaging.

People protection: members of the Fairtrade System take special care to protect vulnerable individuals or groups from severe consequences including 'cut and run' decisions.

Non-damaging to Fairtrade: Care must be taken by members of the Fairtrade System to review whether data being shared with Fairtrade operators, or third parties can harm the



Fairtrade System or any one member. Where there is a risk, the decision to share must be escalated to senior management.

Upholding quality and veracity

The Fairtrade System ensures that the data used and shared is trustworthy by ensuring the following mechanisms are in place:

Quality controls: Appropriate processes to identify and address errors or inconsistencies are in place to ensure that data gathered, processed and used within the Fairtrade System is accurate.

Shared understanding: Having a shared language and understanding of data definitions is key to ensuring correct interpretations and accurate information. Definitions of data used throughout the Fairtrade System will be documented and made available in a definitions catalogue owned and maintained by Fairtrade International.

Verification processes: All the key datasets used throughout the Fairtrade System have appropriate verification processes that must be completed before these datasets can be used and shared. The Data Stewards will determine appropriate verification measures based on the intended use cases. Data published or shared will include an indication of whether the data has been verified or not.

Ensuring compliant and lawful use

This principle is implemented by members of the Fairtrade System in the following ways:

Lawful use: All members of the Fairtrade System use data in line with applicable laws and regulations. Where data governance principles within this policy contradict a legal requirement, the law prevails and is always to be followed. Members of the Fairtrade System are also required to comply with contractual obligations including service provider agreements, confidentiality agreements and confidentiality obligations in license and certification contracts.

Contractual agreements: To ensure compliance with the Data Governance Principles and policy, all members of the Fairtrade System will embed this into binding and enforceable contracts and agreements with data recipients. Data recipients include members of the Fairtrade System, Fairtrade Supply Chain Operators, and potentially also third parties.



Policies and procedures: All members of the Fairtrade System are committed to following the principles within this policy by establishing internal policies and/ or procedures that embed these principles into clear processes and ensure their application in regular operations.

Appropriate security: data recipients and users are responsible for managing and protecting data and preventing unauthorized access, by having secure IT systems and data security procedures in place as outlined in the contractual agreements between the member of the Fairtrade System and the data recipient.

F. Monitoring Compliance

Adherence to this policy is to be self-reported by members of the Fairtrade System as part of their compliance obligations to the Fairtrade Code.



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Document Change History

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