AGRICULTURE VALUE-CHAIN NETWORK LTD

AVN
Terms of Use

For avnearth.com, the Unity Bean website and shop, and the AVN Platform, including the Acceptable Use and Purpose-Limitation Rules for Technicians and Administrators

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Document owner	Data Protection Officer: Brian Sseremba Ddamulira, East Africa Director
Applies to	Everyone who uses avnearth.com or the Unity Bean website (Part A), everyone who buys Unity Bean coffee (Part B), and everyone given an account on the AVN Platform (Part C)
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Part A: Using our websites

A1. These Terms apply to avnearth.com and the Unity Bean website (our **websites**), which are operated by **Agriculture Value-Chain Network Ltd**, a company registered in England and Wales under company number 14482448, whose registered office is at 128 City Road, London EC1V 2NX (**AVN**, **we**, **us**). AVN trades as AVN Earth and Unity Bean. By using our websites you accept these Terms.

A2. **Using our websites.** You may use our websites for lawful purposes only. You must not try to gain unauthorised access to our websites or systems, interfere with how they work, upload anything harmful, or collect data from them by automated means without our permission.

A3. **Our content.** The content of our websites, including text, images, the AVN Earth and Unity Bean names and logos, and farmer stories, belongs to AVN or is used with permission. You may view and share it for personal or internal business use with credit to AVN, but you may not copy, sell or reuse it commercially without our written permission. Farmers' images and stories are shared with their consent, and must not be used out of context.

A4. **Information on our websites.** We work to keep our websites accurate, but the information on them is general and may change. It is not legal, compliance or investment advice. EUDR and other compliance decisions should be based on your own advice and on the records we provide to you under contract.

A5. **Links.** Our websites may link to other sites. We are not responsible for their content or privacy practices.

A6. **Your information.** How we use any personal data you give us through our websites is explained in the AVN Privacy Policy.

A7. **Availability and liability.** We do not promise that our websites will always be available or free of errors. To the extent the law allows, we are not liable for any loss arising from your use of our websites. Nothing in these Terms limits liability that cannot lawfully be limited.

Part B: Buying Unity Bean coffee

B1. **Who you buy from.** Unity Bean coffee is sold by Agriculture Value-Chain Network Ltd, trading as Unity Bean. These Terms apply to orders and subscriptions placed through the Unity Bean website. Business customers, such as cafés and retailers, buy under a separate written agreement, which takes priority over this Part.

B2. **Prices and orders.** Prices are shown in pounds sterling and include any VAT that applies. Delivery charges are shown before you pay. Your order is an offer to buy. A contract is formed when we confirm that your order has been accepted or dispatched. If we cannot supply your order, for example because a coffee has sold out, we will tell you and refund anything you have paid.

B3. **Delivery.** We deliver to addresses in the United Kingdom unless the website says otherwise. We aim to dispatch within the time shown at checkout. The coffee is your responsibility once it is delivered to the address you gave us.

B4. **Changing your mind.** If you are a consumer, you can cancel your order within 14 days of receiving it by contacting us, as long as the coffee is unopened and in its original sealed packaging. Because coffee is a food product, we cannot accept returns of coffee once its seal has been opened, unless it is faulty. We will refund the price of returned coffee and the standard delivery charge within 14 days of receiving it back. You pay the cost of returning it unless it is faulty or we sent the wrong item.

B5. **Faulty or wrong items.** If your coffee is damaged, faulty or not what you ordered, contact us within 30 days and we will replace it or refund you. This does not affect your legal rights under the Consumer Rights Act 2015.

B6. **Subscriptions.** If you subscribe, we will charge you and send coffee at the frequency you choose until you cancel. You can pause, change or cancel your subscription at any time before your next billing date, through your account or by contacting us.

B7. **Farmer statements and traceability.** Unity Bean coffee is traceable to the farms that grew it. The farm and value information we show you is based on records held on the AVN Platform and is provided in good faith.

B8. **Contact and law.** For orders, contact us at info@avnearth.com. This Part is governed by the law of England and Wales. If you are a consumer living elsewhere in the United Kingdom, you keep the protection of the law where you live, and you may bring a claim in your local courts.

Part C: Using the AVN Platform

Sections 1 to 21 and Annexes A and B apply to everyone given an account on the AVN Platform.

1. About these Terms

1.1 The AVN platform (the **Platform**) is an internal business system operated by **Agriculture Value-Chain Network Ltd**, a company registered in England and Wales under company number 14482448, whose registered office is at 128 City Road, London EC1V 2NX (**AVN**, **we**, **us**). AVN trades as AVN Earth and Unity Bean. In Uganda, AVN works through **AVN-Unity Bean (U) Limited** (company number 80034781216377), which is registered with the Personal Data Protection Office as a Data Collector (PDPO-202611-16203). References to AVN include AVN-Unity Bean (U) Limited where it engages you.

1.2 The Platform records information about independent coffee and cocoa farmers, their farms, plots and harvests. AVN uses it to trace produce, verify farms, create farmer QR profiles and meet legal obligations, including the EU Deforestation Regulation (Regulation (EU) 2023/1115, **EUDR**) and equivalent UK rules.

1.3 Much of the information in the Platform is personal data about farmers, some of it sensitive. Farmers trust AVN with it because a Technician explained why it was being collected. These Terms make sure that trust is kept. Their central rule is:

> **THE CORE RULE**
>
> You may access and use information in the Platform **only for the purposes it was collected for**, as listed in section 6, and only as far as your current role and assignment require. Any other use is prohibited, **even if the Platform technically lets you do it**.

1.4 You accept these Terms by signing the acknowledgement in Annex A and by signing in to the Platform. They add to your employment contract, contractor agreement or other engagement with AVN (your **Engagement Agreement**) and do not replace it. Where the two conflict on data protection or confidentiality, the stricter rule applies.

2. Definitions

Term	Meaning
Administrator (Admin)	A User with the admin role. Admins manage Users, make final farm verification decisions, manage reference data (importers, exporters, country risk), produce Due Diligence Statements and view lots and sales leads.
Technician	A User with the technician role. Technicians visit farms and record farm, plot and harvest data, normally on a tablet.

Term	Meaning
Access Grant	Wider access an Admin gives a Technician on purpose, covering all farms in one country or across the whole system. Grants are for senior traceability staff and are recorded and audited.
Assigned Farm	A farm the Platform records as assigned to a particular Technician. A Technician who creates a farm becomes its assignee.
Farmer	An independent producer whose information is held in the Platform, and the members of their household mentioned in their record.
Farmer Data	Any information in the Platform about a Farmer or their farm, plots, harvests, workers, photos, documents, signatures or location.
Sensitive Farmer Data	National ID number, date of birth, phone / WhatsApp number, exact GPS coordinates and plot boundaries, portrait photographs, signatures, income, payment and financial-vulnerability information, land ownership status, household information, internal risk scores and private notes.
Permitted Purposes	The purposes listed in section 6.
Personal Data Breach	A security incident that leads to personal data being accidentally or unlawfully destroyed, lost, altered, disclosed or accessed. This includes a User deleting or altering records without authority.
User / you	Any person with a Platform account.
Data Protection Law	The UK GDPR and Data Protection Act 2018; Uganda's Data Protection and Privacy Act 2019 and its Regulations; the data protection laws of any other country where AVN collects Farmer Data; and, where they apply, the EU GDPR and EUDR.

3. Who may use the Platform

3.1 Access is by invitation only. An Admin must invite you to your work email address. You cannot register yourself, and nobody may create an account for someone who has not been invited.

3.2 You may only use the Platform while your Engagement Agreement is in force, after you have completed AVN's data protection induction, and after you have signed Annex A.

3.3 You must be 18 or over.

3.4 If you are engaged through a third party, such as a cooperative, exporter or agency, that party must have a written agreement with AVN that covers data protection before you are invited.

4. Your account and sign-in credentials

4.1 Your account is personal to you. You must not share your password, your Google sign-in or a signed-in device with anyone, including other AVN staff, family members or Farmers.

4.2 If you sign in with a password, it must be unique to the Platform and at least 12 characters long. If you sign in with Google, you must keep two-step verification turned on for that Google account.

4.3 Never write down a password or store it in a shared place. Never give it out in response to a call, message or email, even if the message seems to come from AVN. AVN will never ask for your password.

4.4 If you think someone else knows your credentials or has used your account, reset your password straight away and report it under section 14. Resetting your password signs out all your other sessions.

4.5 AVN may suspend, revoke or limit your account to read-only at any time to protect data, including without notice before or during a misconduct or disciplinary process (section 19.1). Revoking an account ends all of its sessions at once. A suspended or revoked account can only be restored by an explicit, audited reactivation by an Admin.

5. Roles and what each role may access

5.1 The Platform applies **least privilege**: each User sees and changes only what their role needs. These limits are enforced by AVN's servers. They are not just hidden on screen.

Capability	Technician	Administrator
See farms, plots and harvests	Only Assigned Farms, plus any farms covered by an Access Grant the Technician holds	All
Create farms and harvests	Yes, within their scope	Yes
Edit farm and plot records	Only while the farm is in Draft or Follow-Up Required	Always (every edit is audited)
Delete or remove farms, plots, signatures or contact details	No	Only for a recorded reason (section 16(g)); every removal is logged and reversible
Submit a farm for verification	Yes	Yes
Verify, reject or send a farm back for follow-up	No	Yes
Due Diligence Statement data and GeoJSON export	No (readiness checklist only)	Yes
Lots and sales leads	No	Yes
Invite, revoke, suspend or reactivate Users; assign farms; give Access Grants	No	Yes
Farm change history (audit log)	No	Yes

5.2 Being able to open a record does not mean you may use it. If you hold an Access Grant, or you are an Admin, you may only open records you need for a specific task within the Permitted Purposes. Browsing records out of curiosity is a breach of these Terms.

5.3 If you can see data you think you should not, for example a farm outside your assignment, do not use it. Report it under section 14.

5.4 Do not try to get round any access control. This includes changing web addresses or IDs, using another person's session, calling the Platform's functions directly, or asking a colleague with wider access to look something up for a purpose outside section 6.

6. Purpose limitation: the Permitted Purposes

6.1 Farmer Data was collected for the purposes below, which Farmers were told about. You may use Farmer Data **only** for these purposes, and only in your AVN role:

#	Permitted Purpose	What this covers
P1	Farm registration and verification	Recording a Farmer's identity, farm, plots and practices; submitting farms for review; Admin verification decisions and follow-up.
P2	Traceability and supply-chain records	Recording harvests, collections, processing lots and batch IDs so produce can be traced to its plot of origin.
P3	Legal compliance (EUDR / UK rules)	Checking plot geolocation, deforestation-free status, legality and labour practice; preparing Due Diligence Statements and GeoJSON files; answering lawful requests from competent authorities.
P4	Farmer support and risk management	Identifying training and support needs, sustainability practices and farm risk, and planning follow-up visits.
P5	Commercial relationship with the Farmer	Planning purchases, collections and payments for that Farmer's produce, and contacting the Farmer about them.
P6	QR profile	Publishing only the items the Farmer has approved for public display (section 9).
P7	Platform administration and security	Managing accounts, auditing changes, investigating incidents, and fixing data errors.

6.2 If you are unsure whether a use falls within a Permitted Purpose, stop and ask your line manager or the DPO before you go ahead. If a new use is genuinely needed, the DPO must approve it in writing and AVN must update its Privacy Policy, and tell Farmers where the law requires, before the data is used that way.

7. Prohibited uses

7.1 Without limiting section 6, you must never:

a. use Farmer Data for your own benefit or anyone else's, including your own trading, buying or lending, or for a competitor, middleman, buyer, lender or other organisation;

b. contact a Farmer, or any member of their household, for a reason that is not a Permitted Purpose. This includes personal, romantic, religious, political or sales contact;

c. sell, rent, trade or give away Farmer Data, contact lists or location data;

d. use GPS coordinates, plot boundaries or land ownership information in a land, boundary, inheritance or family dispute, or pass them to anyone who might;

e. use Farmer Data to collect debts or taxes, enforce any law, or check anyone's immigration status, unless the DPO has confirmed in writing that AVN is under a lawful requirement to disclose it (section 17);

f. look up records about yourself, your relatives, neighbours, friends, public figures or anyone you have a personal interest in, except where that farm is properly assigned to you and you have declared the conflict of interest to your manager;

g. copy, export, photograph, screenshot, print, download or forward Farmer Data, or move it into another system, unless an Admin does so for Permitted Purpose P3 using the Platform's built-in DDS and GeoJSON functions;

h. keep Farmer Data or photos on personal phones, personal cloud storage, personal email, WhatsApp or other messaging groups, or USB drives;

i. paste Farmer Data into an AI tool, translation service or other third-party online tool that AVN has not approved;

j. make decisions about a Farmer for reasons connected to their gender, ethnicity, religion, political opinion, health or tribe;

k. promise or offer a Farmer anything, such as a price, a payment, inputs or certification, in return for consent or data;

l. put Sensitive Farmer Data in free-text notes when there is a proper field for it, or record information the form does not ask for (for example health conditions, religion or political views);

m. record names or identifying details of farm workers or children, beyond what the labour fields ask for (number of pickers, payment terms and attestations);

n. test, probe, scan or try to break the Platform's security, or upload malicious files;

o. use the Platform once your access should have ended;

p. delete, hide, overwrite or remove any farm, plot, harvest, signature, consent or contact record, except as section 10.4 and section 16(g) allow. Deliberately destroying or damaging records is gross misconduct (section 19.3).

8. Collecting data in the field

8.1 Before you collect anything

a. Introduce yourself, show your AVN identification and explain who AVN is.
b. Give the Farmer the **Farmer Privacy Summary** (the Annex to the Privacy Policy) in a language they understand. Read it aloud if needed. Explain in plain words what you will record, why, who will see it, where it is stored, what may appear on the public QR profile, and their rights.
c. Explain clearly that the Farmer does not have to agree to optional items (the QR profile, public use of photos and video). Saying no will not affect whether AVN works with them, except that AVN cannot buy EUDR-covered produce from a plot that cannot be geolocated and checked.
d. Give the Farmer time to ask questions. If they want to discuss it with family first, come back later.

8.2 While collecting

a. Collect only what the form asks for and only what is needed. If a field doesn't apply, leave it blank instead of guessing.
b. Check identity documents by sight and record only the number the form asks for. Do not photograph ID documents unless an Admin has asked you to for a specific verification need, and then upload the photo only to the Platform.
c. Walk or map plot boundaries with the Farmer, or with someone they have authorised, present. Do not map neighbouring land.
d. Take photographs only of the farm, crops, processing and the Farmer (with consent). Avoid capturing children, neighbours, homes' interiors or identifiable bystanders. If anyone asks not to be photographed, respect it.
e. Record signatures only from the person named. Never sign on someone else's behalf or trace a signature.
f. If the Farmer cannot read or write, record consent as the Platform allows (for example a mark witnessed by a second person) and note this in the record.
g. The Farmer must be the adult responsible for the farm. If you meet a farmer under 18, do not register them. Ask your Admin for guidance.
h. Never collect data in a way that puts the Farmer at risk, for example by reading out their ID number or income where others can hear.

8.3 Labour and child-labour observations

Record labour observations factually in the fields provided. Do not name workers or children. If you see something that suggests a child is at risk of harm, do not record the child's details in the Platform. Report it straight away to the DPO, who will decide what to do.

9. Consent and the public QR profile

9.1 The Platform records the Farmer's choices about storing their data, appearing on a QR profile and public use of photos and video, along with their signature. These records are legal evidence. You must

record only what the Farmer actually agreed to. Ticking a consent box the Farmer did not agree to, or capturing a signature under pressure, is serious misconduct.

9.2 Only items the Farmer has approved may appear on the QR profile. These items must never appear publicly, whatever is ticked: phone number, exact GPS coordinates, land ownership status, internal risk score, private notes, financial-vulnerability data and income data.

9.3 A Farmer can withdraw or change a consent at any time, by telling you or by contacting AVN. Record the change in the Platform at your next opportunity, and in any case within 5 working days, and tell your Admin so that published material can be taken down.

10. Accuracy and integrity of records

10.1 AVN relies on Platform records to make legal declarations to EU and UK authorities. False or careless records can expose Farmers, AVN and you to legal penalties.

10.2 You must:

- enter information truthfully and as soon as possible after a visit;
- correct mistakes in the Platform, where the edit history shows who changed what. Never re-create a record to hide an earlier version;
- never invent, copy or "borrow" GPS points, boundaries, photos, harvest weights, attestations or signatures from another farm or visit;
- tell your Admin if a Farmer tells you their information is wrong or out of date.

10.3 Admins must make verification and Due Diligence decisions only on evidence in the Platform and their own professional judgement. They must not approve a farm or statement under commercial pressure.

10.4 Records are corrected, never destroyed. If a record is wrong, correct it so the history shows what changed. If a record must be removed, for example a duplicate farm or a Farmer's erasure request, ask an Admin. Only an Admin may remove it, for a recorded reason, under section 16(g).

11. Devices and information security

11.1 Use the Platform only on AVN-issued devices or devices AVN has approved in writing. Each device must:

- have a screen lock (PIN, password or biometric) that locks after no more than 2 minutes;
- run a supported, up-to-date operating system and browser;
- have device encryption and remote locate/wipe turned on where available;
- not be jailbroken or rooted, and have no unapproved apps that can read the screen or other apps' data.

11.2 Sign out at the end of each day and whenever you hand the device to someone else. Never leave a signed-in device unattended or with a Farmer.

11.3 Avoid using open public Wi-Fi. Use mobile data or a trusted network instead.

11.4 Report a lost or stolen device within 24 hours (straight away if you can) so that your sessions can be revoked.

11.5 Photos and videos must be uploaded to the Platform and then deleted from the device's camera roll, downloads and any backup. Turn off automatic backup of the camera roll to personal cloud accounts on any device used for AVN work.

11.6 Farm media is only ever served through AVN's access-checked service. Never try to share a media link outside the Platform.

12. Confidentiality

12.1 All Farmer Data, and all non-public information about AVN, its pricing, buyers, importers, exporters, sales leads and Platform, is confidential.

12.2 You must keep it confidential during your engagement and indefinitely afterwards, unless the information becomes public through no fault of yours or the law requires you to disclose it (in which case tell the DPO first, if the law allows).

12.3 Do not discuss individual Farmers' information with other Farmers, cooperative members, buyers or anyone else outside AVN, including on social media.

13. Audit logging and monitoring

13.1 The Platform automatically records who created, changed, removed or changed the status of farm, plot, harvest and user records, and when. It records the old and new values. Sign-ins and sessions are also recorded.

13.2 AVN reviews these records to protect Farmer Data, investigate incidents and complaints, check data quality and confirm that these Terms are being followed. It does so proportionately and in line

with Data Protection Law. How AVN processes your own personal data as a User is explained in the Privacy Policy (Part C).

13.3 Audit records may be used as evidence in disciplinary, contractual or legal proceedings.

14. Reporting incidents and personal data breaches

REPORT STRAIGHT AWAY

Report any actual or suspected Personal Data Breach, lost device, compromised account, data shown to the wrong person, consent recorded wrongly, records deleted or changed without authority, or misuse by anyone. Report it **immediately and in any case within 24 hours** to the DPO, Brian Sseremba Ddamulira: uganda@avnearth.com · +256 782 559904 (phone or WhatsApp).

14.1 Report even if you are not sure, and even if the mistake was yours. AVN encourages honest, prompt reporting and will take it into account. Hiding a breach is a serious breach of these Terms.

14.2 Don't investigate on your own, delete evidence or contact the people affected unless the DPO asks you to. AVN may have to notify regulators within strict deadlines: in Uganda, the Personal Data Protection Office must be notified immediately; in the UK, the Information Commissioner's Office within 72 hours of AVN becoming aware of a reportable breach. Every hour counts.

15. Requests from farmers and other people

15.1 Farmers have rights over their data (see the Privacy Policy). If a Farmer asks to see, correct or delete their data, or to object, complain or withdraw consent, write the request down, tell the Farmer when to expect a response, and pass it to the DPO within 2 working days. You may correct simple factual errors in a record assigned to you straight away.

15.2 If anyone else asks you for Farmer Data, including police, government officials, journalists, buyers, cooperatives, lenders or relatives, do not hand it over. Politely refer them to the DPO.

16. Additional duties of Administrators

a. **Invitations:** invite only people who have a current Engagement Agreement and a business need. Use their work email and give them the lowest role and scope that does the job.
b. **Assignments and Access Grants:** assign farms only to Technicians who will actually work on them. Give country or system Access Grants only to senior traceability staff, with a recorded reason, and review them at least every quarter.
c. **Leavers, movers and misconduct:** revoke access on or before a User's last day, or the same day you learn of a suspected compromise, and reassign their farms. When the DPO or a director tells you that a User is to face a misconduct or disciplinary process, or that a partnership is in dispute, suspend the account or limit it to read-only **before** the User is told or the process begins, where it is safe and lawful to do so.
d. **Access reviews:** at least every quarter, check the User list, roles, regions and grants, and record that the check was done.
e. **Verification:** follow section 10.3 and record reasons for rejections and follow-ups.
f. **Due Diligence Statements and GeoJSON exports:** produce these only for Permitted Purpose P3. Share them only with the competent authority, the relevant importer/operator or AVN's professional advisers. Store exported files only in the AVN location approved for compliance records, never on personal devices or email.
g. **Edits and removals:** Admins can edit records at any status. Use this only to correct errors or act on a Farmer's request, never to change a verified record without a documented reason. Remove a farm, plot, signature or contact record only to remove a duplicate, act on a lawful erasure request, or correct a record created in error, with the reason recorded. Never remove records that AVN must keep for EUDR purposes.
h. **Sales leads:** use Unity Bean enquiry data only to reply to the enquiry and for the purposes stated on the Unity Bean privacy notice.
i. **Data rights and breaches:** help the DPO promptly with any request or incident.

17. Sharing data outside AVN

17.1 Farmer Data may only leave AVN through the routes in the Privacy Policy (section B6), and only through Admins or the DPO. Technicians must not share Farmer Data outside AVN.

17.2 Requests from authorities (for example an EUDR competent authority, a tax authority, the police or a court) must go to the DPO, who will check that the request is lawful and disclose only what is required.

18. When your access ends

18.1 Your access ends when your Engagement Agreement ends, when your role no longer needs it, or when AVN revokes it. AVN may also suspend or limit your access, without notice, while a misconduct or disciplinary process or a dispute with you or your organisation is under way.

18.2 On or before your last day you must: return all AVN devices; delete any Farmer Data, photos or exports from any personal device or account (after first uploading anything AVN still needs); give AVN any paper notes containing Farmer Data; and confirm in writing that you have done so.

18.3 Sections 7, 12, 13.3, 14, 18.2 and 19 continue to apply after your access ends.

19. Breach of these Terms

19.1 AVN may suspend your access immediately, and before telling you, while it investigates a suspected breach of these Terms or any misconduct.

19.2 Breaching these Terms may lead to disciplinary action up to dismissal or termination of your engagement, and to recovery of losses where the law allows. Deliberate misuse may also be a criminal offence. In the UK, for example, it can be an offence to knowingly or recklessly obtain or disclose personal data without the controller's consent. Uganda's Data Protection and Privacy Act 2019 also creates offences for unlawful obtaining, disclosure or sale of personal data, and deliberately deleting or altering records without authority may be an offence under Uganda's Computer Misuse Act. AVN may report such cases to the authorities.

19.3 Examples AVN treats as gross misconduct: falsifying consent, signatures, geolocation or attestations; deliberately deleting, altering or destroying records; selling or deliberately disclosing Farmer Data; using Farmer Data to harm, exploit or pressure a Farmer; sharing credentials; and hiding a breach.

20. Platform availability, intellectual property and liability

20.1 AVN provides the Platform for its own business purposes. It may change, suspend or withdraw any feature, and it does not promise uninterrupted availability. Save your work regularly, and contact your Admin if you can't sync or save.

20.2 The Platform, its design and its contents, including data you enter in the course of your work, belong to AVN or its licensors, subject to the Farmers' rights over their personal data. You may not copy, reverse-engineer or reuse the Platform.

20.3 Nothing in these Terms limits any liability that cannot lawfully be limited, or takes away any right you have under employment or data protection law.

21. Changes, governing law and contact

21.1 AVN may update these Terms. It will tell Users about material changes in advance where it reasonably can, and may ask you to accept them again before continuing to use the Platform.

21.2 These Terms are governed by the law of England and Wales. This does not take away the protection of mandatory employment, data protection or other laws in the country where you work.

21.3 Contact: Data Protection Officer, Brian Sseremba Ddamulira, AVN-Unity Bean (U) Limited, Nsambya Estates, Plot 29D, Kirombe Road, Makindye, Kampala · uganda@avnearth.com · +256 782

559904 (phone or WhatsApp). In the United Kingdom: Agriculture Value-Chain Network Ltd, 128 City Road, London EC1V 2NX.

Annex A: User Acknowledgement and Confidentiality Undertaking

To be signed by every User before their account is activated, and again whenever the Terms change materially. Keep the signed copy on the User's personnel file.

I confirm that:

1. I have read and understood the AVN Platform Terms and Conditions of Use (dated 9 November 2026) and the AVN Privacy Policy, and I have been given the chance to ask questions.
2. I will access and use Farmer Data only for the Permitted Purposes in section 6, and only as far as my role and assignment require.
3. I will not do any of the things listed in section 7, including sharing, copying or keeping Farmer Data outside the Platform, or deleting or altering records without authority.
4. I will record consent, signatures, locations and attestations truthfully, and only as given.
5. I will keep my credentials and devices secure, and I will report any incident, loss or misuse within 24 hours.
6. I understand that my activity on the Platform is logged and may be reviewed, and that AVN may suspend my access without notice during an investigation or misconduct process.
7. I understand that my confidentiality obligations continue after my engagement ends, and that breaches may lead to disciplinary, contractual, civil or criminal consequences.
8. I have declared below any personal relationship or business interest with Farmers, cooperatives, buyers or traders in the areas where I will work.

Item	Details
Full name	
Role (Technician / Admin)	
Country / region of work	
Declared conflicts of interest	
Signature	
Date	
Witnessed by (AVN manager)	

Annex B: Field Quick-Reference Card for Technicians

Print, laminate and keep this card with your tablet. Local-language versions: Luganda and other local languages, from the DPO.

ALWAYS

- Introduce yourself and show your AVN ID
- Read the Farmer Privacy Summary in the Farmer's language
- Explain that the QR profile and public photos are optional
- Record only what the Farmer actually agreed to
- Collect only what the form asks for
- Map boundaries with the Farmer present
- Upload photos, then delete them from the tablet
- Lock the screen; sign out at the end of the day
- Correct mistakes; never delete records
- Pass requests and complaints to the DPO within 2 working days
- Report a lost device or anything wrong within 24 hours

NEVER

- Use Farmer Data for anything except AVN's stated purposes
- Look up records out of curiosity or about people you know
- Share data with buyers, lenders, officials, cooperatives or family
- Screenshot, photograph, print or WhatsApp records
- Photograph ID cards (unless an Admin asks for a specific reason)
- Tick consent boxes or sign for anyone else
- Copy GPS points, photos or weights from another farm
- Delete or overwrite farms, plots, signatures or contacts
- Name workers or children in the record
- Share your password or a signed-in tablet
- Promise payments or prices in return for consent

IF IN DOUBT

Stop, and ask your Admin or the DPO: Brian Sseremba Ddamulira · +256 782 559904 (phone or WhatsApp) · uganda@avnearth.com