

## **Privacy Notice for Job applicants, current and former ICRAF employees**

### **1. Introduction**

As part of any recruitment process, the International Centre for Research in Agroforestry (ICRAF) collects and processes personal data relating to job applicants. ICRAF is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

This privacy notice describes how ICRAF (“ICRAF” / “we” / “us” / “our”) collect and process personal data about its employees and applicants (each a "data subject" or "you"), how we use and protect this data, and your rights in relation to this data. This privacy notice applies to all personal data we collect or process about you.

Personal Data is defined as any information relating to an individual who can be identified, directly or indirectly, by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

This notice applies to job applicants, current and former employees, workers and contractors.

ICRAF is the data controller for the information you provide during the recruitment and selection process unless otherwise stated. If you have any queries about the process or how we handle your information, please contact Marcus Gaitta - [M.Gaitta@cgiar.org](mailto:M.Gaitta@cgiar.org).

### **2. Personal Data ICRAF Collects**

There are two categories of personal data we collect:

- a) Personal Data we collect from you; and
- b) Personal Data we collect from 3<sup>rd</sup> Parties.

#### **2.1. Personal Data we collect from you**

ICRAF may collect a range of information about you at various stages including:

- personal details (e.g. name and date of birth);
- contact details (e.g. phone number, email address, postal address or mobile number);
- educational details and employment experience (e.g. educational history, qualifications, certifications, skills);
- information about your family (e.g. spouse and dependents)
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which ICRAF needs to make reasonable adjustments during the recruitment process
- your hobbies and interests;
- employment information (e.g. bank account details, payroll information, tax information);
- citizenship or immigration information (including copies of your passport or other identification documents); and
- data obtained from telephone calls

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ICRAF may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

## **2.2. Personal Data we collect from 3<sup>rd</sup> Parties about you**

We may collect personal data about you from other sources, including:

- recruitment agencies, employment consultants or employment screening agencies;
- publicly available professional profiles on websites or social media (e.g. LinkedIn);
- external service providers such as insurance companies or other companies that help administer our employee benefits;
- other employees, clients or service providers you work with who may provide feedback about you;
- other employers; and
- publicly available registers such as those maintained by professional bodies; background screening service providers etc.

The types of personal data that we may collect from other sources are:

- personal details (e.g. name and date of birth);
- health information or claims information;
- criminal record information; and
- information about your experience, performance or conduct during your employment.

## **2.3. Other information we acquire/process about you**

Throughout our employment relationship, we will also generate personal information about your role, promotions, salary, performance, your opinions and any complaints made by or against you. This information will be generated in the form of appraisals, feedback and communications with you and others.

## **2.4. Special categories of personal data**

We may process certain special categories of personal data (which are personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation).

In line with our obligations as an employer, we will use your particularly sensitive personal information in the following ways:

- We will use information relating to leaves of absence, which may include sickness absence or family related leaves, to comply with employment and other laws.
- We will use information about your physical or mental health, or disability status, to ensure your health and safety in the workplace and to assess your fitness to work; to provide appropriate workplace adjustments; to monitor and manage sickness absence and to administer benefits.
- We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.

### **3. Why does ICRAF Process Personal Data?**

ICRAF needs to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you.

In some cases, ICRAF will need to process data to ensure that we are complying with our legal obligations. ICRAF has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows ICRAF to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job.

ICRAF may also need to process data from job applicants to respond to and defend against legal claims.

If your application is unsuccessful, ICRAF may keep your personal data on file in case there are future employment opportunities for which you may be suited. We will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

### **4. Who will have access to the information you provide?**

The information you provide will be available to members of ICRAF's Human Resources team. Selection panel members will have access to your information for shortlisting and interview purposes as well as other categories of staff involved in the recruitment process. This includes interviewers involved in the recruitment process, managers in the area with a vacancy and IT staff if access to the data is necessary for the performance of their roles. Members of our Human Resources team or the selection panel will not have access to your special categories of personal data.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain reference checks for you, employment background check providers to obtain necessary background checks.

Once appointed, your personal data may also be shared with:

- a) Service providers and business partners: We may share your personal data with our service providers and business partners who perform business operations for us including the ERP provider.
- b) Any law enforcement agency, court, regulator.
- c) Future employers: We may provide employment references to third parties.

### **5. How is your personal data protected?**

We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. Should there be a breach in our security as regards your data, we undertake to inform you within 72 hours of said breach.

### **6. For how long will we hold your information?**

If your application for employment is unsuccessful, ICRAF will hold your data on file for one (1) year after the end of the relevant recruitment process. If you agree to allow us to keep your personal data on file, we will hold your data on file for a further one (1) year for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed.

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If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during your employment and up to 10 years after the end of your employment at ICRAF.

The period stipulated above may be extended for some specific reasons including:

- Comply with a legal obligation;
- Archiving purpose; and
- Exercise or defense of legal claims.

## **7. Your Rights**

You have a number of rights in relation to data you provide to us. They include:

- access and obtain a copy of your data on request;
- require the organization to change incorrect or incomplete data;
- require the organization to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data

If you would like to exercise any of these rights, please contact Marcus Gaitta - [M.Gaitta@cgiar.org](mailto:M.Gaitta@cgiar.org).

## **8. Non-Provision of personal data**

You are under no statutory or contractual obligation to provide data to ICRAF during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

## **9. Contact Us**

ICRAF is responsible for the personal data we collect and process. If you have questions or concerns regarding the way in which your personal data has been used, please email your request to [B.GACHO@CGIAR.ORG](mailto:B.GACHO@CGIAR.ORG). We are committed to working with you to obtain a fair resolution of any complaint or concern about privacy.

## **10. Changes to the Notice**

We reserve the right to edit this privacy notice. If we change this privacy notice, we will provide you with an updated privacy notice. Where changes to this privacy notice will have a fundamental impact on the nature of the processing or otherwise have a substantial impact on you, we will give you sufficient advance notice so that you have the opportunity to exercise your rights (e.g. to object to the processing).