

## **Privacy Notice for Job Applicants**

This Privacy Notice for Job Applicants describes how UNHCR will handle personal data of **prospective employees** (hereinafter referred to as “Candidates”) in the course of UNHCR recruitment process.

For the purposes of this Privacy Notice, “personal data” is any information relating to an identified or identifiable individual.

UNHCR is a subsidiary organ of the General Assembly of the United Nations (UN), personal data processing by UNHCR is governed by UNHCR General Data Protection Policy

### **1. What are UNHCR’s purpose(s) for collecting my personal data?**

We process your personal data to select and recruit candidates suitable to cover the vacancies of UNHCR.

UNHCR processes your personal data to:

- Register your profile in our recruitment system;
- Contact you – either in response to a query or with correspondences, questionnaires, confirmations, and alerts pertaining to your personal profile and job applications;
- Establish your eligibility and suitability for UNHCR vacancies;
- Determine your suitability for future vacancies and to contact you in relation to any such vacancy;
- Achieve gender equity in UNHCR staffing, promote equal access to employment opportunities within UNHCR for persons with disabilities and eliminate all forms of racism and discrimination in the organization at the individual, institutional, and structural levels;
- Process your recruitment if your application has been successful;
- Undertake statistical analysis;
- Archive information of enduring value for legal, business, or historical reference;

### **2. What information is processed?**

In the course of recruitment UNHCR processes the following personal data:

i (i) during the selection phase:

- Personal data allowing to uniquely identify the candidate: title, name, date and place of birth;
- Information provided by the candidate to contact the candidate and to allow practical organization of admission tests: street, postcode, place, country, telephone and fax number, email address;
- Information provided by the candidate to allow the verification of the eligibility and selection criteria as laid down in the vacancy notice: nationality, legal residence in country other than the country of nationality, academic profile, work history, language skills and certifications, job related skills and

competencies, training record, previous employment as civil servant, criminal history, disciplinary history, interest in temporary appointments, commitment to accept work in high-risk, non-family locations, relationships and places of employment for relatives employed by UN, work history, including information on disciplinary/integrity history (data related to prior employment within the UN is collected from UN ClearCheck database);

- Gender, disability status and ethnic origin (information on disability and ethnic origin is not mandatory);
- Motivation letter;
- In case of an admission test: results of written and oral tests;

i (ii) during the recruitment phase:

- Diplomas, certificates and complementary training;
- Proof from previous employment and contact details of references/previous employers;
- Contracts and amendments and job descriptions of previous employments;
- Medical aptitude certificate;
- Birth certificate;
- Documents proving nationality and marital status;
- Current and Permanent address;
- When married, partner name, date of birth, citizenship, employment status and last payslip of the partner and if not employed a declaration on honour of non-employment;
- Names, dates of birth, marital status and birth certificate of dependent children;
- Names, dates of birth and relationship of secondary dependents;
- Divorce, legal separation or maintenance judgements;
- Emergency contact name, relationship, address and phone number;
- Financial Identification of a bank account;
- UN Pension Fund ID for former UN employees;

### **3. What is the legal basis for processing my personal data?**

The processing of my information is necessary for the performance of UNHCR's mandate or its functions, in particular on the basis of:

- The Charter of the United Nations of 1945;
- The UNHCR Statute of 1950 and resolutions adopted by the General Assembly and by other organs of the United Nations;
- The Staff regulations and rules, and other administrative issuances adopted by UNHCR and the United Nations.;

The processing of information on disability and ethnicity is based on your consent.

#### **4. Who has access to my data?**

Persons within UNHCR have access to your stored data to the extent required to process your application and fill open positions.

Joint UN Centre for Human Resources - OneHR will perform reference checks for your application.

UNHCR and OneHR may contact the academic institutions, employers, supervisors, references, organizations of the United Nations system and other international organizations and governments to verify if the candidate meets the highest standards of efficiency, competence and integrity required for employment with UNHCR. If you specifically expressed your consent to contacting your current employer and supervisor in the application, they may be contacted at any stage of the recruitment process. Once you are selected to become a staff member, you will not have the option of opting out of reference verification with the current employers and supervisors.

Personnel of Workday Ltd (Ireland) and its sub-contractors may access your personal data under the instructions by UNHCR to provide services of Workday, prevent or address service or technical problems.

Personnel of UN International Computing Center (UNICC) may access your personal data to deliver services improving the pre-screening process of applications collected in UNHCR's Talent Pools through UNHCR ARiN (Artificial Intelligence in Talent Management) (see also question 6 below).

At UNHCR, we are committed to protecting your privacy. UNHCR is a subsidiary organ of the General Assembly of the United Nations (UN) and, consequently, your data will be kept with utmost care and security and will not be used in ways other than as set forth in this Privacy Notice.

#### **5. How will my data be protected?**

UNHCR employs a range of techniques and security measures to protect the information maintained on our system from any loss, misuse, unauthorized access or disclosure, alteration, or destruction.

Your UNHCR account containing your personal information is password protected. Please remember that you play a valuable part in security as well. Your password to access your [UNHCR Career] account, which you select at registration, should never be shared with anyone and should be changed frequently.

Every time after you have finished using our Site, you should log off and exit all open browsers completely so that no unauthorized persons can use our Site with your name and [UNHCR Career] account information.

Your data will be stored in encrypted form in data centers located in the European Economic Area.

Your data is protected against unauthorized access through encrypted transmission and storage, a role and authorization concept, a data backup concept and physical security measures for the servers.

UNHCR applies additional safeguards when it processes medical data, data on disability or ethnicity considering the high risk posed by the processing of such sensitive data. Additional safeguards may include enhanced restrictions on access and enhanced technical and organizational measures for processing of sensitive personal data. Confidential health data is accessed only by medical personnel of UNHCR Medical Section.

#### **6. Will my data be subject to automated decision-making at any step of the recruitment process?**

UNHCR ARiN (Artificial Intelligence in Talent Management) may be used to pre-screen candidates' applications. All pre-screening results are validated by UNHCR personnel, and no decisions are made based on application of automated algorithms alone.

#### **7. How to access and control my personal data? What rights do I have in relation to my personal data?**

You have the following rights in relation to the processing of your data:

- You have the right to access personal data you shared with UNHCR at any time through your profile;
- You have the right to correct any inaccurate or incomplete personal data (within the limits set out by the application process);
- You may delete your personal data as described in the UNHCR General Data Protection Policy with the exceptions listed under para 22-23 (Retention limitations);
- You may object, based on your individual circumstances, to all or certain parts of the processing of your personal data.

If you have any queries concerning the processing of your personal data, please contact the relevant team via [recruitmentcase@unhcr.org](mailto:recruitmentcase@unhcr.org).