

Privacy Statement – IBFD Careers

1. Introduction

IBFD considers it of great importance to handle personal data with the utmost care. To that end, and in compliance with the requirements of the General Data Protection Regulation (GDPR), IBFD has a public Privacy Statement available at <https://www.ibfd.org/Privacy-Statement>.

This Privacy Statement – IBFD Careers is intended to inform applicants regarding IBFD's processing of recruitment data and is applicable to IBFD recruitment, selection and onboarding activities.

When an applicant visits the IBFD Careers website and applies for a vacancy via recruitment@ibfd.org, IBFD collects information (personal data) about the applicant. IBFD uses this data in a fair and lawful manner; this means that IBFD collects and processes personal data in accordance with applicable privacy laws. Protecting the privacy and personal data of applicants is of the utmost importance to IBFD and is a significant aspect of the way IBFD creates, organizes and implements its recruitment activities.

2. Purposes

Personal information (applicant data) submitted by an applicant to IBFD will only be used by IBFD to support a responsible, effective and efficient recruitment and selection process. IBFD will collect and process applicant data only from IBFD current open positions. IBFD will process applicant data for recruitment purposes only. IBFD recruitment purposes are: matching applicant data with IBFD current open positions; communicating IBFD recruitment and selection procedures; and contacting applicants for rejections or in order to schedule interviews/tests. Processing includes obtaining, recording, holding, organizing, transferring, recovering, consulting, using, limiting, disclosing by transmission, disseminating or otherwise making available, aligning, blocking and erasing recruitment data.

3. Applicant data

IBFD collects and processes applicant data (required and optional) which an applicant provides via recruitment@ibfd.org. Examples of applicant data include, but are not limited to: applicant contact details (name, gender, address, language, etc.); applicant education (academic, courses); and applicant work history (previous employers, references, etc.).

We do not collect or process any of the personal data classified in the GDPR as “special categories”, such as race, political opinions or religious beliefs (see article 9 of the GDPR for a full list). If, owing to certain circumstances, IBFD does collect sensitive applicant data, the applicant's explicit prior written consent will be asked. Please note that, by providing IBFD with unsolicited sensitive applicant data, the applicant consents to IBFD's processing of this sensitive applicant data for recruitment purposes.

The applicant data IBFD collects and processes will be adequate, relevant and not excessive relative to the specified purposes for which the applicant data is collected and processed. Applicant data will be as accurate as possible and, as necessary in accordance with applicable laws, kept up to date by applicants and IBFD.

4. Disclosure

In principle, IBFD uses applicant data only for our own (internal management) purposes in relation to the job application process. We use this data only in connection with the purposes for which we have acquired it.

In some cases applicant data can be disclosed to third parties who render services to IBFD, when this data is used in relation to the recruitment procedure. As IBFD in its role as data controller is responsible for the personal data we collect, we work only with parties that are GDPR-compliant. We

(will) have detailed data processing agreements in place with these parties, which provide that any personal data obtained from IBFD is to be kept confidential, and that personal data may only be processed at the direct and precise instruction of IBFD and solely for the purpose defined by IBFD. In the case that such an agreement is terminated, any personal data in the possession of the third party is either returned to IBFD or deleted.

5. Retention

IBFD will retain applicant data during the recruitment and selection process. IBFD may also retain applicant data if there is a “business need” to keep the applicant data: e.g. keeping an applicant’s résumé on file in case a suitable vacancy arises and only after having requested and received approval from the applicant. After a retention period of a maximum of 6 months, the applicant data will be completely deleted from IBFD’s system.

Job application information is deleted no later than 4 weeks after the application procedure is finalized, unless the applicant has given us permission to retain the information for future reference.

6. Personal data protection

The security of all personal data is carefully managed by us by means of physical, administrative, organizational and technical measures. As a result, we have an appropriate level of protection, which we adjust periodically when necessary.

Access to applicant data is limited to IBFD staff members who are involved in IBFD recruitment activities. IBFD staff who have access to applicant data are obliged to respect the privacy of applicants and the confidentiality of their applicant data. IBFD ensures adequate security to protect the processing of applicant data and prevent its misuse, all in accordance with applicable legal requirements. IBFD also ensures (contractually) that third parties and affiliates processing applicant data on IBFD’s behalf will observe similarly adequate security measures, again in accordance with applicable local legal requirements.

7. Applicant’s rights

An applicant has the right to request IBFD to adjust his or her applicant data at any time. IBFD has an obligation to adjust applicant data only when the data is factually inaccurate, incomplete or irrelevant to the purpose for which IBFD processes the data. Adjustment also implies supplementing, deleting, blocking or ensuring in another way that applicant data will no longer be used.

8. Contact information

Please note that this contact information may only be used to handle privacy-related enquiries. Requests for information regarding IBFD positions or other non-privacy-related issues will not be answered.

Please send any questions, comments or issues regarding this privacy statement or IBFD’s applicant data collection and processing activities to: privacy@ibfd.org.

Date and adjustment of privacy statement

We reserve the right to adjust this privacy statement. If there is an important change, this will be notified. Where the content of this document would be contrary to the content of IBFD’s public Privacy Statement, the content of the latter shall prevail.

This Privacy Statement – IBFD Careers is dated 24 June 2019.