Privacy Notice

Respecting your privacy

The International Rescue Committee, Inc. ('the IRC') provides the following privacy notice detailing how we treat the information candidates provide to us to apply for a position or to join the IRC Talent Community.

If you have any questions about the information below, you can contact us at candidateprivacyirc@rescue.org.

Information collected by the IRC

The IRC collects and processes personal data relating to individuals who apply for a position or join the IRC Talent Community. The IRC is committed to being transparent about how it collects and uses that data and to meet its data protection obligations, in all countries in which we operate.

If you apply for a position, the data will be used to decide whether to employ you, to check you have the right to work in the relevant country, and to determine what salary and other terms to offer.

If you join the IRC Talent Community, the data will be used to assess your preferences and skills, and to send you communication about roles that match your preferences and skills.

The IRC collects a range of information about you. This includes:

- Your name, address and contact details, including email address and telephone number;
- Details of your qualifications, skills, experience and employment history;
- Information about your remuneration expectations;
- Whether or not you require disability accommodations or adjustments for recruitment;
- Whether you know or are related to any employees or members of the Boards of the IRC entities;
- Information about your entitlement to work in the relevant country;
- Where applicable, equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief;
- When applicable, reference results documentation.

The IRC may collect this information in a variety of ways. For example, data might be contained in application forms, CVs; data obtained from your passport or other identity documents such as your

driving license; collected through interviews or other forms of assessment, including online tests; or through completing an application to join the IRC Talent Community.

Data will be stored in a range of different places, including on your online application record, in HR applicant and talent tracking systems, such as Phenom and on other IT systems (including email).

Why does the IRC process personal data?

The IRC needs to process data to enter into a contract with you, such as an employment contract.

If you have consented to joining the IRC Talent Community, the IRC needs to keep data based on your consent to inform you about the latest job opportunities with the IRC.

In some cases, the IRC needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in any country before employment starts.

The IRC 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 the IRC to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The IRC may also need to process data from job applicants to respond to and defend against legal claims.

The IRC will process health information about whether or not applicants are disabled to ascertain if it needs to make reasonable adjustments to the recruitment process. This is to carry out its legal obligations and exercise specific rights in relation to employment.

Where the IRC processes other special categories of data, such as information about ethnic origin, sexual orientation, religion or belief, this is for equal opportunities monitoring purposes based on vital interests, and this data will be collected in an anonymized format.

The IRC is obligated to check information about criminal convictions and offences. Where the IRC seeks this information, it does so to carry out its obligations and exercise specific rights in relation to employment.

Who has access to the data?

We may share your information, including personal information, as follows:

Affiliates. We may disclose the information we collect from you to our affiliates or subsidiaries; however, if we do so, their use and disclosure of your personally identifiable information will be subject to this Notice.

Personnel. We will share your information with members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy, IT staff if access to the data is necessary for the performance of their roles.

Service Providers. We may disclose the information we collect from you to vendors, service providers, contractors or agents who perform functions on our behalf, such as managing the IRC Talent Community. If your application for employment is successful, we will then share your information with former employers to obtain references for you, and with employment background check providers to obtain necessary background checks. The IRC requires that all service providers hold personal information in strict confidence.

International transfers. Your data will be transferred internationally, including to the USA, to inform HR and management decisions taken by other affiliates or subsidiaries in the IRC network. Data is transferred internationally based on organizational, legal, or regulatory needs such as talent management, records archiving in accordance with donor records retention requirements. All data transfers comply with the safeguarding requirements as set forth in the IRC Global Information Security Policy.

For how long does the IRC keep data?

If you apply for a role in the UK or EU, and your application for employment is unsuccessful, the IRC will hold your data on file for no more than 12 months after the end of the relevant recruitment process for consideration for future employment opportunities. At the end of that period, or earlier if you request, your data is anonymized.

If you apply for a role and your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment, for the legally prescribed period following the end of your employment. This includes your criminal records declaration, fitness to work, and records of any security checks.

If you join the IRC Talent Community, the IRC will retain your data until you withdraw your consent.

Opt-out policy

If you join the IRC Talent Community and change your mind, you can tell us that you want to be removed from the IRC Talent Community via the Careers website or email to candidateprivacyirc@rescue.org.

Exceptions to opt-out policy

The IRC may disclose personal information if compelled by law or a regulatory authority. In addition, we may need to disclose personal information in special cases when we have reason to believe that disclosing this information is necessary to identify, contact or bring legal action against someone who may be causing injury or interfering (either intentionally or unintentionally) with the IRC's rights or property, IRC's supporters, or anyone else that could be harmed by such activities.

Protecting your information

We have implemented reasonable precautions to protect the information we collect from loss, misuse, and unauthorized access, disclosure, alteration, and destruction. All access to personal information, regardless of media, must be appropriate to the user role as set forth in the IRC Acceptable Use Policy. The IRC Global Information Security Policy is based on ISO 27002 and details significant technical, administrative and physical security controls required to protect the confidentiality, integrity and availability of data.

Your rights

As a data subject, you have a number of rights. You can:

- Access your personal information
- Correct the personal information that we hold
- Delete your personal information
- Restrict processing of your personal information
- Transfer your personal information to another party
- Object to processing of your personal information based on the IRC's legitimate interest (or those of a third party) to use it and there is something about your particular situation that causes you to object to such processing

We will hold your information and use it as described in this Privacy Notice.

If you voluntarily submit personal information to us, you thereby consent to the general use of such information as provided in this Privacy Notice and to the transfer of that information to, and/or storage of that information. We note that you are under no obligation to disclose any personal information to the IRC if you do not want to.

Automated decision-making

Recruitment processes are not based solely on automated decision-making.

Changes to Privacy Notice

The IRC may revise this Privacy Notice from time to time without advance notice. Accordingly, we recommend that you check for updates to this Privacy Notice on an ongoing basis. Changes were last made to this Privacy Notice on January 10, 2023.

If you have any questions about this Privacy Notice, please contact:

> **International Rescue Committee**
> 122 East 42nd Street
> New York, New York 10168-1289
> Email: candidateprivacyirc@rescue.org