



ICRC

INFORMATION NOTICE ON THE PROCESSING OF PERSONAL DATA

BY THE INTERNATIONAL COMMITTEE OF THE RED CROSS

NAIROBI DELEGATION

The International Committee of the Red Cross (ICRC) is an impartial, neutral and independent organization whose exclusively humanitarian mission is to protect the lives and dignity of victims of armed conflicts and other situations of violence and to provide them with assistance.

The ICRC is committed to treating your data with security, respect and confidentiality, and applies the ICRC Rules on Personal Data Protection exclusively.

This notice explains **why** the ICRC Delegation in Nairobi collects your personal data, **which** information we have access to, **how** we collect and disclose the data, and **how** we protect it.

1. Why do we collect your personal data?

We collect your personal data for the sole purpose of processing your job application:

2. What personal data do we collect and how?

We usually ask you to provide your resume which should contain the following information: your full name, date of birth, ID/passport details, email address, mobile phone number, position/title, company/organization, references, motivation for applying to a vacancy and copies of academic and professional certificates.

3. Who processes your personal data and with whom is it shared?

All personal data collected by the ICRC are processed only by designated ICRC staff members. Depending on the purpose for which we process your personal data, we may share the minimum/necessary information - as specified here below - with:

- The people you have indicated as references in your application, should the latter be of interest to the ICRC: your name, surname and the details of your resume we wish to get feedback on;

4. How do we protect and safeguard your information?

We take appropriate measures to ensure that the information disclosed to us is kept secure, accurate and up-to-date. We have, for example, measures in place to protect against accidental loss and unauthorized access, use, destruction, or disclosure of data.

5. How long do we keep your data?

In case of unsuccessful application, we will retain your personal data for a maximum period of one (1) year from the date of your application, so that we can inform you should a suitable job opening occur in the future.

You may address any question about the processing of your personal data through the recruitment contact.