

## Privacy Notice – Bioversity International Recruitment and Application Roster

This privacy notice tells you about the information we collect from you when you apply to a vacancy announcement advertised on our website at <https://www.bioversityinternational.org/jobs/>.

In collecting this information, we are acting as a data controller and, by law, we are required to provide you with information about us, about why and how we use your data, and about the rights you have over your data.

### Who are we?

We are Bioversity International. Our address is Via dei Tre Denari 472/a, 00054, Fiumicino, Rome, Italy. You can contact us by post at the above address, by email at [bioversity-ds-requests@cgiar.org](mailto:bioversity-ds-requests@cgiar.org) or by telephone on +39(0)61181.

We are not required to have a data protection officer, so any enquiries about our use of your personal data should be addressed to the contact details above.

### What personal data do we collect?

When you apply for a vacancy advertised on our website, we ask you for your name, surname, email, telephone number, date of birth, gender, nationality, country of residence, education, language skills, work experience and any other additional information which you supply to us which you feel is pertinent to your job application.

### Why do we collect this information?

We use the information in order to include you in the recruitment and selection process for the position to which you have applied. If you are selected, we could also use your personal data to prepare the offer letter and the job contract.

### What do we do with your information?

We use Zoho.eu to manage the recruitment process. Your data is stored by Zoho.eu in Europe. See <https://www.zoho.eu/privacy.html> for more details on the privacy protection policy of our data processor.

## How long do we keep your information for?

- If you apply for a vacancy advertised on our website - 2 years
- If you apply to be included in the roster – 12 months
- If you enter in the selection process - 6 years
- Or until you ask us to remove it from the database by sending an email to [bioversity-ds-requests@cgiar.org](mailto:bioversity-ds-requests@cgiar.org)

## Your rights over your information

By law, you can ask us what information we hold about you, and you can ask us to correct it if it is inaccurate.

You can contact us in the section “Who we are” regarding your stored information and request the following:

- To be erased
- To receive a copy
- For us to no longer process your information

## Your right to complain

If you have a complaint about our use of your information, you can contact the Italian Data Protection authority at [http://www.garanteprivacy.it/web/guest/home\\_en](http://www.garanteprivacy.it/web/guest/home_en)