This privacy notice tells you about the information we collect from you when you apply to a vacancy 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 we are?

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 or by email at bioversity-ds-requests@cgiar.org.

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 and work experience.

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 will be selected, we could also use your personal data to prepare the offer letter and the job contract. We ask for your consent to do this, and we will only send you our information as long as you continue to consent.

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?

- If you apply for a vacancy advertised on our website - 2 years
- If you are selected for an interview and short listed - 6 years
- If you are selected for a position - 6 years after you leave the organization
Or until you ask us to remove it from the database by sending an email to 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. If we have asked for your consent to process your personal data, you may withdraw that consent at any time.

You can contact us in Who Are We section of this policy 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, we would prefer you to contact us directly in the first instance so that we can address your complaint. However, you can also contact the Italian Data Protection Authority via their website at https://www.garanteprivacy.it/web/guest/home_en or write to them at:

- Piazza di Monte Citorio, 121 – 00186 Roma, Italy

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