

IOM DATA PROTECTION NOTICE
FOR VENDORS, IMPLEMENTING PARTNERS AND GRANT RECIPIENT ENTITIES
1 December 2021

This Data Protection Notice¹ explains how the International Organization for Migration (“IOM”, “we”) processes personal data relating to (a) employees, agents, and representatives of any third-party vendors/suppliers/service providers, implementing partners or grant recipient entities (legal entities), and (b) IOM vendors/suppliers/service providers, implementing partners or grant recipient entities that are natural persons, ((a) and (b) collectively referred to as “you”). IOM processes your personal data during (i) the selection processes, which includes IOM’s assessment and potential selection of a vendor/supplier/service provider (procurement process), implementing partner or grant recipient entity and (ii) the implementation processes of the relevant agreement/contract between the vendor/supplier/service provider, implementing partner or grant recipient entity and IOM. IOM is committed to protecting your personal data it processes and protecting your privacy in accordance with the [IOM Data Protection Principles](#) and international data protection standards.

What Personal Data do we process?

In the context of the selection and implementation processes, IOM may process, including collect and use, information relating to an identified or identifiable data subject that is recorded by electronic means or on paper (“Personal Data”). Personal Data which we process include, but are not limited to, your:

- a. Name and surname, title, gender, date of birth and other biographical information;
- b. Contact details including business email address, address, phone number, and mobile phone number;
- c. Educational and professional background;
- d. Financial information.

IOM obtains such Personal Data (i) directly from you, and, when necessary, (ii) indirectly

from third entities for provision of background information (e.g. from your current or past employers, clients, associates) or from publicly available sources, including sanctions lists.

If you do not wish to provide us with your Personal Data, we may not be able to perform the selection and implementation processes, including assessing your entity’s offer to become a vendor/supplier/service provider, implementing partner or grant recipient entity of IOM.

Who is the Data Controller?

IOM, an international organization part of the United Nations system, is the “**Data Controller**” for the Personal Data which it processes in the selection and implementation processes. This means that IOM determines the purposes and the means (the why and the how) of the data processing activities.

IOM enjoys privileges and immunities under international law. Nothing in or related to this Data Protection Notice may be deemed as a waiver, express or implied of any of the privileges and immunities of IOM.

Why do we process your Personal Data?

IOM will process your Personal Data for the following specific purposes:

- a. To perform the (i) selection processes, which include the procurement process (e.g. assessing the relevant quotations, proposals or bids about whether your entity is suitable to provide goods, works, or services to IOM) and the selection processes of implementing partners and grant recipient entities, (ii) implementation process, which includes the conclusion, execution/implementation or termination of an agreement/contract with you. Performing the selection and implementation processes may include, for example, assessing your background and skills, inserting your Personal Data in our internal Vendor Master Data records and contacting you in relation to those processes

¹ We may update this Data Protection Notice from time to time in response to changing legal, technical or

internal requirements. The date at the top of this notice shows when it was last updated.

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(“**Performance of the Selection and Implementation Processes**”);

b. For the purpose of fulfilling IOM’s compliance obligations and procedures (“**Compliance**”);

c. To prevent, detect and/or investigate any abuse, fraud, corruption or other fraudulent or illegitimate activity or breach of relevant IOM rules, also with the purpose of allowing IOM to protect its interests (“**Abuse/Fraud**”).

Who has access to or uses your Personal Data?

Your Personal Data are accessed internally by IOM personnel who need to carry out tasks relating to the Selection and Implementation Processes, Compliance and Abuse/Fraud. Such personnel may include IOM staff members, working in areas such as procurement, partnerships, internal audit, finance, accounting, legal and all of them are bound by the IOM Data Protection Principles and are under an obligation of confidentiality.

Your Personal Data may also be shared with third parties, which include, but are not limited to, the following:

a. Persons or entities that provide assistance, services and/or advice to IOM in accounting, audit, administrative, information technology, legal, financial and other matters relating to the Selection and Implementation Processes;

b. Persons or entities with whom it is necessary to interact with for the Selection and Implementation Processes (for example, hosting providers or suppliers of platforms for sending e-mails).

c. IOM donors and entities contracted by IOM donors to perform specific tasks on their behalf, in case sharing of your Personal Data is a contractual obligation that is in line with IOM’s internal policies, regulations and rules.

How long do we keep your Personal Data?

Any Personal Data processed in relation to the **Performance of the Selection and Implementation Processes** will only be retained by IOM for the minimum amount of time needed to ensure, from a technical and functional perspective, that the Selection and

Implementation Processes are properly concluded and executed. This period will be typically 7 years, but it may be extended as required by contractual obligations towards IOM donors as well as operational and other organizational needs. We will retain Personal Data processed for **Compliance** and **Abuse/Fraud** purposes for as long as is necessary to meet these purposes in order for IOM to abide by internal obligations as per its policies, regulations and rules and in order to protect IOM’s interests. This period will be typically 7 years, but it may be extended as required by contractual obligations towards IOM donors as well as operational and other organizational needs.

What are your rights regarding your Personal Data?

You have the right to request to (a) access your Personal Data and to request for additional information concerning how we use it, (b) have your Personal Data corrected/rectified, (c) have your Personal Data deleted or restrict its use. You also have the right to object to our processing of your Personal Data. Please note that IOM will need to verify your identity to be able to assess your request and it may not always be able to comply with your request, for reasons of public interest (including compliance with IOM’s internal mandatory requirements, safety and security considerations, prevailing rights of other individuals, for example). We will assess this on a case-by-case basis; if an exemption or restriction is found to be applicable, you will be informed of our reasoning for this.

If you have any questions or concerns about this notice or wish to exercise any of the abovementioned rights, please contact the IOM Office/Department that initiated the Selection and Implementation Processes in which you are participating, or, alternatively you may contact the IOM Headquarters at the (a) IOM Procurement and Supply Division (PSD) at psd@iom.int (for vendors/suppliers/service providers), or (b) hq@iom.int (for implementing partners and grant recipient entities).