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## Privacy Notice for Recruitment

### What is this privacy notice?

The Norwegian Refugee Council (NRC), Prinsensgate 2, 0152 Oslo is an independent humanitarian organisation working to protect the rights of displaced and vulnerable people during crisis.

NRC is responsible for processing your personal data in accordance with applicable national data protection laws, including Norwegian data protection law and the European General Data Protection Regulation (GDPR).

This privacy notice applies to the processing of personal data in relation to recruitment related activities, namely open applications and recruitment to all NRC's offices and rosters.

The purpose of this document is to explain what kind of personal data NRC collects from you; why it is collected; and what NRC uses your personal data for. It also explains how to raise queries or concerns regarding the processing of your personal data by NRC.

### What does NRC use your personal data for during the recruitment process?

NRC processes your personal data to:

- consider your application for the position applied for, or for any other relevant vacancies in order to find the most appropriate candidate to fill vacancies.
- communicate with you during the recruitment process.
- evaluate information provided by you and references you have provided.

### What kind of personal data does NRC collect?

NRC collects the following types of personal data:

- Name and contact information
- Date of birth  
This is collected to verify that you are of the minimum legal age to work and eligible for NRC's insurances. It is also needed to conduct proper background checks (see below).
- Gender  
This is collected for statistical purposes, to see which advertisements reach our target groups and to ensure we meet our commitment to a fair gender distribution throughout NRC. Please note that it is not mandatory to disclose this information.
- Citizenship and country of residence  
This is collected to ensure that you are legally able to work in the country of operation. We also use this for statistical purposes.

- Previous work history and education details
- CV and attachments
- Replies to screening questions
- Interview and reference notes
- Results from relevant tests, taken as part of the recruitment process
- Background checks, e.g. references, self-declaration, vetting against applicable sanctions lists<sup>1</sup>, police records<sup>2</sup>
- Selected candidates will be asked to submit medical clearance through our medical provider prior to their assignment

### What is the legal basis for NRC processing my personal data?

The legal basis for NRC to process personal data during the recruitment process, is based on the **legitimate interests** of NRC to identify a suitable candidate for the job.

NRC processes police records based upon a **legal obligation** to protect the welfare of the vulnerable people we serve.

### Will NRC share my personal data with anyone else?

NRC uses technical solutions owned or supported by third party providers when processing your personal data. NRC has data processor agreements with all third parties to protect your personal data.

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<sup>1</sup> In accordance with core humanitarian principles, NRC implements a range of safeguards to prevent or reduce the possibility of humanitarian aid falling into the wrong hands. This includes in particular those individuals and groups who are subject to sanctions imposed by the United Nations Security Council and other applicable sanctions lists. As part of this process, NRC may screen the details of the successful candidate for a position against these sanctions lists.

<sup>2</sup> For recruitment to some positions that include working with children or other vulnerable people, we may ask for police records.

### **Will my personal data be transferred to a third country?**

The personal data obtained by NRC during the recruitment process will be transferred and shared with representatives of NRC who are involved in recruiting for the position. This may include hiring managers, technical advisers relevant for the specific recruitment, human resource personnel based in the country of operations and in the region of the assignment,<sup>3</sup> and any other relevant recruitment personnel.

Please be aware that several of NRC's recruitments are handled by NRC's Global Recruitment Centre in Nairobi, Kenya. Hence, your personal data in relation to the recruitment process may be transferred out of Europe.

### **How long will NRC retain your personal data related to the recruitment?**

If you are not hired for the position you have applied to, NRC will retain the information you have provided for the specific position for 1 year unless you have confirmed that you would like to be assessed for other relevant positions in the future

### **What are my rights in relation to my personal data obtained by NRC?**

You have the right to access your personal data, object to the processing, have inaccurate information rectified and to have that data provided to you in structured, commonly used and machine-readable format.

You may at any time log in to your profile, where you can access and correct your contact information, withdraw your application and/or delete your profile.

If we process information about you on the basis of our legitimate interests, you have the right to object to the processing.

If you have any inquiries on how we process your personal data or want to exercise your rights outlined above, please contact: [data.protection@nrc.no](mailto:data.protection@nrc.no)

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<sup>3</sup> Regional office in Oslo, Norway for Asia, Europe and Latin-America: Afghanistan, Bangladesh, Iran, Myanmar, Ukraine, Colombia (incl. Ecuador and Panama), Venezuela, Honduras (NCA(Northern Central America) including Honduras, El Salvador and potentially Guatemala and Mexico)

Regional office in Dakar, Senegal for Central and West Africa: Cameroon, CAR, DR Congo, Mali, Burkina Faso/ Niger, Nigeria

Regional office in Nairobi, Kenya for Eastern Africa and Yemen: Djibouti, Ethiopia, Kenya, Somalia, South Sudan, Tanzania, Uganda, Yemen

Regional office in Amman, Jordan for Middle East: Iraq, Jordan, Lebanon, Libya, Palestine, Syria

If you believe that your data protection rights have been breached by NRC, please immediately let us know by contacting us at: [data.protection@nrc.no](mailto:data.protection@nrc.no)

You also have the right to lodge a complaint with the supervisory authority for data protection issues in Norway, [www.datatilsynet.no](http://www.datatilsynet.no) or another relevant supervisory authority in the EU/EEA.

We would greatly appreciate the opportunity to address your concerns before you approach the supervisory authority, so please contact us in the first instance if possible. Thank you!