IOM UN MIGRATION

Privacy Notice

Contents

IOM Privacy Notice

The International Organization for Migration ("IOM") is a related organization of the United Nations and is the leading intergovernmental organization in the field of migration. It provides support and humanitarian assistance to migrants across the world, including refugees and internally displaced people, and is guided by the principle that humane and orderly migration benefits migrants and society.

This Privacy Notice describes IOM's policy concerning the gathering and use of personal information provided by users of IOM online recruitment platform.

1. Overview

At IOM, protecting your privacy is very important to us. We strive to provide a safe, respectful, and secure user experience. Our goal is to treat the personal information you give us with the utmost respect. This Privacy Notice explains the online data collection and use followed in the IOM online recruitment platforms as well as your right to access your personal information.

By using the online recruitment platform, you agree to the terms and conditions of this Privacy Notice and to the practices for the collection, use, or disclosure of information that will be further described.

2. Collection of information

2.1 IP address and device ID

When you access the online recruitment platform, IOM receives as an essential technical requirement the Internet Protocol address (IP address) or the device ID of the device used to access the website. Without this information, you will not be able to establish a technical connection between your devices and the server infrastructure maintained by IOM and therefore will not be able to access the website.

IOM only keeps this information for the time necessary to fulfil the request, namely for the duration of the browsing session.

2.2 Candidate profile and application to job vacancies

Users of the IOM online recruitment platform are required to create an account to submit applications to job vacancies at IOM ("job applications") and complete a candidate profile (also known as Personal History Form).

Once created, your candidate profile is searchable by IOM's recruiters and managers. Keeping your candidate profile in draft status (for example, during its preparation) prevents recruiters and hiring managers to have access to its information.

2.3   Accuracy of information

The information contained in a candidate profile must be, to the best of your knowledge, true, complete and accurate, knowing that, if selected and offered a position at IOM, any false declaration or concealment of material facts may result in the cancellation of the offer, disciplinary, administrative or other measures, including dismissal if hired, and the closing of the candidate's account in our recruitment system.

The most recent candidate profile that you have submitted will automatically update your application profile and may, as a result, replace information used for other vacancies. Changes made to a candidate profile after the closing date of a particular job vacancy notice may or may not be taken into account in that selection process.

3. Use of information collected on the IOM online recruitment platform

3.1   Normal Web site usage

During your visit to the IOM online recruitment platform we might gather general information used to analyze your use in order to improve the usability and usefulness of the platform. All the data we collect are not used beyond their intended purpose.

3.2   Personal data

Personal data means any information relating to an identified or identifiable candidate that is recorded in your account and Personal History Form, including but not limited to name, email and postal addresses, telephone numbers, education and work history.

Personal data in your account and candidate profile is collected by IOM, used, stored and otherwise processed for the recruitment and human resources activities of IOM, such as:
- Confirm your registration on the IOM online recruitment platform, including your identity and contact details;
- Contact you with information pertaining to your candidate profile and job applications;
- Manage and process your candidate profile and job applications, including to assess applications;
- Facilitate your experience in submitting and managing your job applications;
- Communicate with you, and send you certain communications such as, for example, acknowledgment messages, questionnaire requests, and communications relating to the outcome of your applications;
- Contact you if your candidate profile is of interest for a job vacancy notice to which you have not directly applied.

IOM may further use or otherwise process your personal data for internal administration purposes, which include compliance with any obligations and internal procedures IOM may have, monitoring, evaluation,

audits or investigations. Your anonymized data may be used to report, monitor, and evaluate IOM's procedures and for research purposes.

IOM will not further transfer your personal data to any third party, without your prior explicit consent and under the guarantee of adequate safeguards to protect the confidentiality of your personal data and to ensure that your rights and interests are respected.

4. Control of your personal information

4.1   Access to and modification of your information

You can review, correct, update, or change the information in your account and candidate profile at any time, and the information submitted as part of your job applications until the vacancy notice closing date.

You can also request the removal of your candidate profile, in which case, if it has been used in any recruitment process and due to technical reasons, an archival copy that will not be accessible on the Internet and that will not be sent to IOM Recruiters or hiring Managers could be retained.

Your account containing your personal information is password protected. Within IOM, your personal data will be accessed by IOM personnel who need to carry out tasks relating to the recruitment purpose(s) mentioned above on a need-to-know basis. Externally, your personal data may also be shared with persons or entities that provide assistance, recruitment services (assessment, background check, etc.) and/or advice to IOM in accounting, audit, administrative, information technology, legal, financial and other matters relating to the purposes mentioned above on behalf of IOM.

We keep the information in our online recruitment platform in an effort to make your use of IOM online recruitment platform more efficient, practical, and relevant. Since the effectiveness of our recruitment processes depends on the exchange of accurate and timely information, we will maintain the job vacancy notices and other information in this Web site up to date. We count on your doing the same with the information that you furnish us.

4.2   Account and candidate profile deletion

At any time, you can modify or request deletion of your personal information at talentpool@iom.int. Deleting your account will erase your profile and you will no longer be considered for job vacancies to which you have applied.

4.3   Disclosure of personal information to third parties

We do not disclose any of your information to third parties without your previous consent. We might disclose information to entities and individuals we employ to perform functions on our behalf as above-mentioned. These entities and individuals will have access to the minimum of information needed to perform their functions, but they may not share it with any other third party.

Upon your previous consent, we might disclose information to other United Nations entities as part of the United Nations system wide roster for employment opportunities.

5. Security of personally identifiable information

The IOM online recruitment platform implements a series of technologies and security measures, such as encryption and/or authentication tools, in order to safeguard the information maintained on our systems from misuse, unauthorized access or disclosure, alteration, or loss.

Although we apply all reasonable means to ensure that the information you furnish us is not used by third parties for purposes other than those described in this Privacy Notice, IOM cannot guarantee that unauthorized third parties will never be able to defeat those measures or use your personal information for improper purposes. You should be aware that no transmission of information via the Internet is ever totally secure. Transmission is therefore at your own risk, and IOM assumes no responsibility for the security of the information. IOM shall not be liable for any loss or damage arising from your use of the IOM online recruitment platform. (including any liability arising from any interruptions, delays, errors or lost data that may occur).

Please remember that you play a valuable part in security as well. Your password to access your account, which you select at registration, should never be shared with anyone and should be changed frequently. In addition, after you have finished using the IOM online recruitment platform, you should log off and exit all open browsers completely so that no unauthorized persons can use the IOM online recruitment platform with your name and account information. This is particularly important if you are using a public or shared computer.

All our personnel who have access to your personal information are obliged to respect its confidentiality and must follow the principles described in this Privacy Notice. Personnel who misuse personal information may be subject to disciplinary or other action.

6. Changes to this Privacy Notice

Please note that this Privacy Notice can change from time to time. If you return to this Web site after a period of more than one month, please check this Privacy Notice to confirm that you are aware of the details of the most recent update. The updated notice will be posted on this page and, if changes from its previous version are significant, a more prominent notice will be provided.

Your continued use of this Web site after we post a new Privacy Notice will constitute your acceptance of the new terms and the use of your personal information, including information previously given to us, under the conditions described in the updated Privacy Notice.

7. Rights and contact information

You can request IOM to (a) have information about the processing of your personal data by IOM, (b) access your personal data, (c) correct your personal data, (d) delete your personal data, (e) object to the further processing of your personal data and/or withdraw your consent. IOM will need to verify your identity to be able to assess your request and it may not always be able to comply, for example, due to safety and security considerations. IOM will assess this on a case-by-case basis and if a restriction is found to be applicable, you will be informed of our reasoning of this. You can also submit complaints concerning the processing of your personal data by IOM.

You may exercise any of the above rights, submit complaints or obtain further information by contacting IOM at talentpool@iom.int.

8. Privileges and Immunities and applicable law

Nothing in this Privacy Notice shall be construed as constituting a waiver of the privileges or immunities of IOM, nor as its acceptance of the jurisdiction of the courts of any country over disputes arising out of this Notice. You understand that IOM's processing of your personal data is governed by IOM's regulations, rules and policies, to the exclusion of any national or regional system of law.

9. Update effective date

This Privacy Notice is effective as of 14 June 2023.

IOM Cookies

What are cookies?

A cookie is a small text file that a Web site stores on your computer or mobile device when you visit the site.

- First party cookies are cookies set by the Web site you're visiting. Only that website can read them. In addition, a website might potentially use external services, which also set their own cookies, known as third-party cookies.
- Persistent cookies are cookies saved on your computer and that are not deleted automatically when you quit your browser, unlike a session cookie, which is deleted when you quit your browser.

When you visit the IOM online recruitment platform for the first time (and within consecutive visits when cookies weren't accepted before), you will be prompted to accept or refuse non-essential cookies.

How do we use cookies?

IOM online recruitment platform use "first-party cookies". These are cookies set and controlled by IOM, not by any external organization.

The 2 types of first-party cookie we use are for the following purposes:

- Essential Cookies – These cookies are installed to make our website operational. There are some cookies that are strictly necessary to providing the service. For this reason, they do not require your consent. Essential cookies are stored regardless of whether or not cookie consent is given by the candidate. If a candidate blocks cookies as a browser setting, the IOM online recruitment platform will not function properly.
- Non-essential cookies – Non-essential cookies are used for user tracking purposes, to store visitor preferences and gather analytics data. They control add-on features available to returning candidates, such as remember searches, favorite jobs, or language settings across sessions. To enable non-essential cookies, you need to enable the cookie consent feature on the IOM online recruitment platform and accept the cookie consent.

Essential cookies

These are in particular the technical cookies required by the IOM online recruitment platform, as follows:

Cookie Name	Purpose	Type
ak_bmsc	This cookie is used by Akamai to optimize site security by distinguishing between humans and bots. This cookie is set when customer is using Akamai as their CDN.	Essential
bm_sv	This cookie is necessary for the Akamai cache function. A cache is used by the website to optimize the response time between the visitor and the website. The cache is usually stored on the visitor's browser. The users bandwidth results are stored within this cookie to help ensure the bandwidth test isn't repeated for the same user repeatedly for the Akamai cache functionality. This cookie is set when customer is using Akamai as their CDN.	Essential
ORA_FND_SESSION_<PODNAME>_F	This is a session cookie set by Oracle Cloud or middleware for tracking web sessions and routing traffic to the right servers. This cookie is deleted at the end of the session.	Essential

ORA_FND_SESSION_<PODNAME>_GSI_F	This is a session cookie set by Oracle Cloud or middleware for tracking web sessions and routing traffic to the right servers. This cookie is deleted at the end of the session.	Essential
ORA_FUSION_PREFS	This is a session cookie set by Oracle Cloud or middleware for tracking web sessions and routing traffic to the right servers. This cookie is deleted at the end of the session.	Essential
JSESSIONID	This is a session cookie set by Oracle Cloud or middleware for tracking web sessions and routing traffic to the right servers. This cookie is deleted at the end of the session.	Essential
OAMAuthnHintCookie	This is a session cookie set by Oracle Cloud or middleware for tracking web sessions and routing traffic to the right servers. This cookie is deleted at the end of the session.	Essential
OAM_REQ_0	This cookie is set by Oracle Cloud or middleware to track career site resource access. This cookie is secure and http only.	Essential
OAM_REQ_COUNT	This cookie is set by Oracle Cloud or middleware to track career site resource access. This cookie is secure and http only.	Essential
OAM_REQ_1	This cookie is set by Oracle Cloud or middleware to track career site resource access. This cookie is secure and http only.	Essential
ECID-Contex	This cookie indicates execution context for http calls between career site and core product.	Essential

Non-essential cookies

Cookie Name	Purpose	Type
<SITE_NUMBER>_cookieAccept	This cookie is used for user tracking purposes. It indicates whether the user accepted nonessential cookies.	Non - Essential
ORA_CX_USERID – GUID	This cookie is used for user tracking purposes. It holds the user ID.	Non - Essential

ORA_CANDIDATE_NUMBER	This cookie is used for user tracking purposes. It holds the candidate number.	Non - Essential
ORA_CX_SITE_LANG	This cookie is used to store the candidate language preference. Next time the candidate visits the career site that it will be loaded in the user preferred language.	Non - Essential
ORA_CX_DEVICEID	This cookie is used for the Keep Me Signed In feature. It's used to recognize the device used by the candidate to allow automated verification of candidate when Keep Me Signed In option was selected in the past on the same device. This cookie isn't tied to the cookie consent.	Non - Essential
ORA_FPC	This cookie is used for user tracking purposes.	Non - Essential

How can you manage cookies?

Removing cookies from your device
You can delete all cookies that are already on your device by clearing the browsing history of your browser. This will remove all cookies from all websites you have visited.

Be aware though that you may also lose some saved information (e.g. saved login details, site preferences).

Managing site-specific cookies

For more detailed control over site-specific cookies, check the privacy and cookie settings in your preferred browser.

Blocking cookies

You can set most modern browsers to prevent any cookies being placed on your device, but you may then have to manually adjust some preferences every time you visit a site/page. And some services and functionalities may not work properly at all (e.g. profile logging-in).