

Privacy Statement

The UNOPS **Global Personnel Recruitment System** is designed as a full recruitment, job finding and career management tool for UNOPS. This privacy statement describes UNOPS' policy concerning the gathering and use of information provided by users of UNOPS.

Collection of Data

Users of the UNOPS Global Personnel Recruitment System are asked to provide basic information relevant to potential work with UNOPS. This basic information includes your name, email and postal addresses, telephone numbers, education and work history, etc.

To be considered for UNOPS vacancies, you must complete an online "Personal Profile" through which we collect basic candidate profile information to be stored online with us. Personal information collected by UNOPS will only be used for human resources and recruitment purposes. Please note that UNOPS may share your profile with organizations using or seeking or receiving UNOPS' services – for example, UNOPS may send your profile to a UNOPS client or a UNOPS partner or a beneficiary government for its no-objection to your assignment. Please also note that UNOPS may engage third party service providers to carry out some of the work described in this document, and for this purpose may share your information with them. We will not share personal information with other parties without your permission.

Use of Data

By using the UNOPS Global Personnel Recruitment System, you agree that UNOPS may use the personal information you provide to:

- Confirm registration on the site;
- "Remember" your login information through the use of cookies;
- Contact you – either in response to a query or with correspondences, questionnaires, confirmations, and alerts pertaining to your personal profile and job applications;
- Manage and process your personal profile and job applications;
- Assess your suitability and eligibility for UNOPS positions;
- Contact the persons you list as your references and former employers (we will not contact the person you list as your current employer without your consent);
- Assign you to open vacancies;
- Help you quickly find information that is relevant to you based on your interests, and help us create site content most relevant to you;
- Undertake statistical analysis.

We do not sell any personally identifiable information volunteered on the UNOPS Global Personnel Recruitment System to any third party without prior consent. Any information provided to UNOPS by users of the UNOPS Global Personnel Recruitment System will not be used in ways other than as set forth in this privacy

policy, or in any site-specific policies, or in ways to which you have explicitly consented.

Security

Your UNOPS Global Personnel Recruitment System account containing your personal information is password protected.

Logging in to the UNOPS Global Personnel Recruitment System sets a cookie* on the Internet browser of the computer used to access the website. By setting this cookie, the UNOPS Global Personnel Recruitment System will remember your user name and password until you either: a.) log off; or b.) close all open browser windows on your computer.

Responsibility

UNOPS strives to provide a safe, secure environment by attempting to limit access to our database to legitimate users. UNOPS employs a range of techniques and security measures to protect the information maintained on our systems from any loss, misuse, unauthorized access or disclosure, alteration, or destruction. However, UNOPS cannot guarantee that unauthorised parties will not gain access.

Please remember that you play a valuable part in security as well. Your password to access your UNOPS Global Personnel Recruitment System account, which you select at registration, must never be shared with anyone and should be changed regularly. In addition, every time after you have finished using the UNOPS Global Personnel Recruitment System you should log off and exit all open browsers completely so that no one else can use the UNOPS Global Personnel Recruitment System with your name and account information.

Amendment of this document

UNOPS reserves the right to amend this document by sending you a notification via the e-mail address you have provided to us. Any amendment will come into effect seven (7) days after UNOPS sends the notification e-mail.

** Cookies: A Cookie is a small amount of data that is sent from the web server to your browser. It is normally used to assign a unique identification to your computer and securely store information such as user IDs, passwords, preferences, and online profiles. It is stored on the hard drive of your computer. You can choose not to have cookies delivered by UNOPS sites by changing your browser settings. Different web sites can send their own cookies to your computer. To protect your privacy, your browser only allows a website to access the cookies it has already sent you, not the cookies sent by other sites.*