

# USE OF PERSONAL DATA IN PROCUREMENT



The International Committee of the Red Cross (ICRC) is an impartial, neutral and independent organization whose exclusively humanitarian mission is to protect the lives and dignity of victims of armed conflicts and other situations of violence and to provide them with assistance.

The ICRC is committed to treating your personal data with security, respect, and confidentiality. The processing of an individual's personal data carried out by the ICRC is performed in compliance with the [ICRC Rules on Personal Data Protection](#).

This information notice describes why and how the ICRC collects and processes your personal data in the context of the ICRC's procurement procedures, as well as how you can exercise your data subject rights. Any personal data disclosed to the ICRC will not be used in ways other than as outlined in this information notice.



## 1. Data controller – who decides on the purposes and means?

The Data Controller is the International Committee of the Red Cross, responsible for processing personal data in the framework of the procurement procedures and supplier management activities.

## 2. Purpose of processing – why does the ICRC collect and handle personal data?

The personal data is collected and processed for the following purposes:

- To manage procurement procedures and supplier management activities.
- To enable execution of the procurement contract.
- To prevent, detect and/or investigate any abuse, fraud, corruption, or other fraudulent or illegitimate activity or breach of relevant ICRC rules.

### 3. Personal data collected – what information will the ICRC process?

Depending on the stage of procurement, different personal data may be processed once during tender submission and again during the implementation of the contract, once awarded by the ICRC. Personal data of employees, agents, and representatives of any third-party vendors, suppliers, or service providers may include:

- Identification data such as: name, surname.
- Contact details such as: e-mail address, phone number, company name, and address.
- Financial data such as: bank account reference (IBAN and BIC codes)
- Other information necessary for the evaluation of selection criteria or eligibility criteria, e.g., expertise, technical skills and languages, educational background, professional experience, including details on current and past employment
- Other information provided to the ICRC in the course of procurement procedures.
- For candidate selection procedures, the data may also include information available in resumes (CVs) and any data provided during interviews, which may be recorded or noted.



### 4. Legal basis – what allows the ICRC to process your data?

Personal data collected and stored by ICRC will be processed in accordance with the [ICRC Rules on Personal Data Protection](#). The legal basis for the processing of this personal data is the performance of a contract as well as the legitimate interest of the ICRC to ensure that the ability, capacity and expertise of the supplier match the ICRC's needs and expectations. In certain cases, the ICRC may also process data based on the individual's consent.

### 5. Recipients – with whom does the ICRC share your data?

Internally, all personal data collected by the ICRC is processed only by designated ICRC staff members or agents, for one or more of the specific purposes listed above, and only on a strict need-to-know basis. Such internal recipients may include ICRC staff involved in the treatment of the procurement file, staff responsible for execution of the contract, as well as staff involved in internal audit, finance, accounting or legal.

The ICRC may share your information with selected service providers necessary for the stated purposes, such as Microsoft, which, through contractual obligations, shall ensure an adequate level of data protection. The ICRC may also share personal data with external auditors for control of the procurement procedure.

### 6. Data retention – how long does the ICRC keep your data?

Your personal data shall be deleted when no longer necessary for the purpose for which it was collected, or when you submit an erasure request and there are no prevailing legitimate reasons for continued processing. At the latest, your personal data shall be deleted within 6 years from the conclusion of the procurement procedure.

### 7. Data subject rights – what powers can you exercise over your personal data?

You have certain rights concerning your personal data: you have the right to access your personal data, to correct mistakes or inaccuracies, and, subject to certain conditions, to have your personal data erased or to object to it being processed.

Where processing is based on consent, you have the right to such consent at any time. The withdrawal of consent shall not affect the lawfulness of prior processing.

## 8. Contact information – how to reach us?

For any inquiries regarding your rights related to the personal data you have provided, the manner in which it is collected and used, or to exercise any of the rights outlined above, don't hesitate to get in touch with the ICRC Procurement team: [icrc\\_logistics\\_division\\_mailbox@icrc.org](mailto:icrc_logistics_division_mailbox@icrc.org).

If you believe your rights have been infringed, you may submit a formal complaint to the ICRC DPO: [dpo@icrc.org](mailto:dpo@icrc.org). Should the issue remain unresolved, you may also contact the ICRC Data Protection Independent Control Commission.

For more information, please contact the ICRC Data Protection Office.



**ICRC**

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