

Personal Data Privacy Notice for Peer Review Process and Performance Management Review Process

Last modified: [November 2, 2021]

The Peer Review Services (PRS) recognizes the importance of protecting personal information and respects your concerns about privacy. This Privacy Notice applies to the personal data that PRS collects and handles for the implementation of its mandates as described by Staff Rule 9.03 (Peer Review Services) and its Procedures, and Staff Rule 9.07 (Performance Management Review) and its Procedure. For the purposes of this Privacy Notice, “personal data” means any information relating to an identified or identifiable individual.

BASIS FOR THE COLLECTION, PROCESSING, AND STORING OF PERSONAL DATA BY PRS

Personal data is collected, processed, stored, and exceptionally shared with World Bank Group (WBG) units and officials who have a business need-to-know to perform their official functions, in accordance with the procedures and subject to the limitations set forth in the WBG Data Privacy Policy; the WBG Directive on Personal Data Privacy; the WBG Information and Technology Services Acceptable Use Directive; AMS 6.21A – Information Classification and Control Policy; Staff Rule 2.01 – Confidentiality of Personnel Information; Staff Rule 9.03 – Peer Review Services and its Procedures, and Staff Rule 9.07 – Performance Management Review and its Procedure, as applicable.

INFORMATION WE COLLECT

Any information that you voluntarily provide to us, including a UPI number, functional title, departmental/unit affiliation, duty station, grade level, postal address, email address, or telephone number, will be used for the sole purpose for which the information was provided to PRS. Additional information may be processed for the purpose of handling a specific PRS or PMR case and will be obtained from the WBG Human Resources Personnel files. Such information will be processed in line with the WBG Data Privacy Policy and the WBG Directive on Personal Data Privacy.

INFORMATION WE SHARE

All PRS and PMR records containing personal data are classified as confidential. If you provide PRS with any other sensitive personal information, including medical records/healthcare information, such information will be classified as strictly confidential, as appropriate and applicable. Access to personal data is granted on a strictly need-to-know basis to PRS Secretariat

staff members. Strictly confidential information is disclosed to third parties only upon the request or authorization of the staff member who provided such information.

Personal data may be shared with other units in the WBG Internal Justice Services, Senior Management, Legal Department, Human Resources Vice Presidency, or other third parties that have a legitimate business need to know it, to enable them to discharge their official functions, including those related to the PRS and PMR processes.

All WBG units and officials who receive case-related personal data from the PRS Secretariat will be informed about the confidential nature of such data and are required to process the personal data in strict compliance with PRS' guidance and the WBG Data Privacy Policy and Directive.

SPECIFIC PURPOSES OF PROCESSING

The purpose of data collection by PRS is to review disputed employment matters by a Peer Review Panel or an independent PMR Reviewer, as appropriate. The PRS Secretariat collects, processes, and stores personal information that is strictly necessary and relevant to handle PRS and PMR cases.

TYPES OF PROCESSING

Any personal data collection by the PRS Secretariat is done through manual or electronic means for manual or electronic review and may be stored in a physical or cloud-based database of cases filed with PRS and PMR.

HOW WE PROTECT THE INFORMATION

The PRS Secretariat maintains appropriate technical and organizational safeguards against unauthorized processing of personal data and accidental loss, destruction, or damage. We only share information with staff who have a need to know, and we save all files on a cloud-based SharePoint Case Management System (SharePoint).

The PRS Secretariat maintains appropriate measures to protect the confidentiality of personal data. Access to the PRS Secretariat office premises located at 1776 G Street N.W., Washington, D.C. 20433 is restricted to authorized personnel only through access control systems. All case information, including personal data, is stored in a cloud-based SharePoint. PRS staff who have access to personal data will sign a non-disclosure and confidentiality agreement and will be trained in the WBG Data Privacy Policy and Directive.

HOW LONG WE KEEP THE INFORMATION

PRS retains and disposes of all records containing personal data according to the Records Retention and Disposition Schedule (RRDS) adopted by PRS. Pursuant to PRS's RRDS, case-related records are retained for 30 years after the closure of a PRS or PMR case. Any medical records/healthcare information received in connection with PRS and PMR cases will be retained for two years after

case closure. A summary of the medical records/healthcare information will be kept for the remainder of the RRDS period.

PERSONAL DATA PRIVACY REQUEST AND REVIEW AND REVIEW MECHANISMS

In accordance with the [WBG Policy on Personal Data Privacy](#) and the [WBG Personal Data Privacy Request and Review Mechanisms Directive](#), you may request information regarding the processing of your personal data, subject to reasonable limitations and conditions. To present a request for information, please visit the [WBG Data Privacy Request Mechanism](#) page.¹

Subject to such limitations and conditions, you may also seek review pursuant to the [WBG Directive on Personal Data Privacy Request and Review Mechanisms](#) if you reasonably believe that your personal data has been processed in violation of the WBG Policy on Personal Data Privacy. To initiate this process, please visit the [Data Privacy Review Mechanism](#) page.

Questions or concerns

Please contact the Data Privacy Office at privacyquestions@worldbank.org

NOTIFICATION OF POLICY CHANGES

This Privacy Notice is subject to continuous improvement to ensure adequate protection of personal data entrusted to PRS. Any changes to this Privacy Notice will be posted on this page as they become available.

QUESTIONS

If you have any questions or concerns about this Notice, please contact the PRS Secretariat at the following email address: peerreview@worldbank.org, indicating as the subject line “Privacy Query.”

The PRS Secretariat is committed to keeping all personal data safe and secure. If you have any comments, questions, or concerns regarding the handling of personal data by PRS, please contact PRS by email at peerreview@worldbank.org or report your inquiries to the WBG Data Privacy Office at privacy@worldbank.org.

ADDITIONAL RESOURCES

Additional information regarding the WBG Policy on Personal Data Privacy, the WBG Directive on Personal Data Privacy, the Request, and Review Mechanisms Directive, which govern the mechanism by which data subjects may request access to their personal data or review of the manner

¹ <https://www.worldbank.org/en/programs/accountability/data-privacy#rnr>

in which their personal data is managed by the WBG, including PRS, is available at the following link <https://worldbankgroup.sharepoint.com/sites/wbsites/WBDP/Pages/index.aspx>.