

WORLD BANK GROUP
PRIVACY NOTICE FOR
JOB APPLICANTS

Dated: 1/07/2022

This Privacy Notice applies to the personal data the World Bank Group collects and handles when recruiting for staff appointments. The World Bank Group means, collectively, the International Bank for Reconstruction and Development (IBRD), the International Development Association (IDA), the International Finance Corporation (IFC), and the Multilateral Investment Guarantee Agency (MIGA).

INFORMATION WE COLLECT

We collect the following information when we recruit for staff appointments and early career recruitment programs (including, but not limited to, the Young Professionals Program, the Bank Internship and the Junior Professional Associates Program).

Information You Provide to Us

When applying for employment opportunities, the World Bank Group may request your personal data, including: your name, email address, telephone number, resume or curriculum vitae (CV), academic credentials, work experience, language(s), certifications, and in some cases, letters of recommendation and professional references. In certain application processes, you may also be asked to provide your date of birth, copy of your passport, and documents verifying your educational qualifications and prior work experience.

Information We Collect from Third Parties

In order to conduct pre-employment background screening, the World Bank Group may obtain information about you and your activities from various sources, including schools, residential management agencies, employers/references, criminal justice agencies, credit bureaus, consumer reporting agencies, relevant national authorities, collection agencies, and retail business establishments.

INFORMATION WE SHARE

We do not sell or otherwise share your personal data collected for staff recruitment, except as described in this Privacy Notice. We may share your personal data with third-party service providers who perform services related to the staff recruitment process, for example in order to comply with the World Bank Group's Employee Screening Program. Our service providers are not authorized by the World Bank Group to use or disclose your personal data, except as necessary to perform services on our behalf. We require our service providers to appropriately safeguard the privacy and security of personal data they process on our behalf.

The World Bank Group also may disclose personal data about you (i) if required to do so by law or legal process; (ii) for the purposes of, or in connection with, legal proceedings, or otherwise for the purposes of establishing, exercising, or defending any legal rights; (iii) in response to a request by law enforcement authorities; or (iv) when the World Bank Group believes disclosure is necessary or

appropriate to prevent physical harm or financial loss, or in connection with an investigation of suspected or actual illegal activity.

The World Bank Group may also share your resume internally at the World Bank Group for other potential employment opportunities. If you do not wish to be considered for other employment opportunities, please indicate this when you initially share your information with us.

SPECIFIC PURPOSES OF PROCESSING

Your information will be processed in connection with the selection process and for possible employment opportunities with the World Bank Group.

HOW WE PROTECT YOUR INFORMATION

The World Bank Group maintains appropriate technical and organizational safeguards against unauthorized processing of personal data and against accidental loss, destruction, or damage.

HOW LONG WE KEEP THE INFORMATION

Your personal data is kept only as long as necessary for the purposes set out in this Privacy Notice and in accordance with applicable records retention and disposition schedules.

REQUEST AND REVIEW

In accordance with the World Bank Group Policy Personal Data Privacy and pursuant to Personal Data Privacy Request and Review Mechanisms, 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 Data Privacy Request Mechanism page.

Subject to such limitations and conditions, you may also seek review pursuant to Bank Directive Personal Data Privacy Request and Review Mechanisms if you reasonably believe that your personal data has been processed in violation of the World Bank Group Policy 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