

WORLD BANK GROUP

PRIVACY NOTICE FOR STAFF MEMBERS

Last modified: **[12.01.2021]**

This Privacy Notice applies to the personal data the World Bank Group collects and handles in connection with a contract of employment with a staff member appointed under Staff Rule 4.01 for the purposes of performing employer-related obligations. The World Bank Group (WBG) 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 in connection with a contract of employment with a staff member appointed under Staff Rule 4.01 for the purposes of performing employer-related obligations:

The World Bank Group may request your personal data, including but not limited to: full name, home address, date of birth, social security number or other national identification information, passport, visa, driving license information, age, sex, ethnicity, nationality, names of relatives, qualifications, email address, phone number, compensation, tax allowance related information, performance appraisals, travel itineraries and expenses, and employment history.

WBG also collects and stores, among other information, each staff member's name, email address, job title, work location, images, business address, and business telephone numbers in its systems or databases to populate internal databases and intranet sites, for single-sign-on and other administrative purposes as necessary from time to time.

The information maintained on each WBG staff member is based upon the information in each staff's personnel file or information provided by the staff member.

INFORMATION WE SHARE

We do not sell or otherwise share your personal data collected in connection with your contract of employment, except as described in this Privacy Notice. WBG may disclose staff personal data to third parties who perform certain employment-provided benefit-related services for WBG staff. We require third parties who perform employment-provided benefit-related services for WBG staff to appropriately safeguard the privacy and security of personal data they process for the provision of these services.

Your personal data may be shared only with the World Bank Group's Business units which have a need to know. Access to staff personal data is strictly limited only to those who have a need to collect or process such information. Sometimes, when necessary, this information may be shared cross-border with those individuals and entities who have a need to know the information.

The World Bank Group may also 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.

SPECIFIC PURPOSES OF PROCESSING

Your information will be processed in connection with your contract of employment for the purposes of performing employer-related obligations and activities, which includes staff administration, benefits, taxation, internal collaboration, business continuity, safety, travel, staff records retention, governmental requests and other legitimate purposes related to the performance of employer-related obligations and activities. The WBG reserves the right to process your personal data for any personnel matters related to your contract of employment.

HOW WE PROTECT YOUR INFORMATION

The World Bank Group may store and process staff information in any country where WBG maintains offices. The WBG protects the security of staff personal data and takes reasonable measures to assure the reliability of the data it collects. The WBG maintains appropriate technical and organizational safeguards against unauthorized processing of personal data and against accidental loss, destruction, or damage.

While the WBG maintains physical staff files securely at some locations, it also stores staff information confidentially in WBG databases.

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 privacy@worldbank.org