

**UNU DATA PROTECTION NOTICE  
FOR VENDORS, IMPLEMENTING PARTNERS AND GRANT RECIPIENT ENTITIES**

This Data Protection Notice explains how the United Nations University (“UNU”, “we”) processes<sup>1</sup> Personal Data<sup>2</sup> relating to:

- (a) employees, agents, and representatives of any third-party vendors, suppliers, service providers, implementing partners or grant recipient entities (legal entities); and
- (b) UNU vendors, suppliers, service providers, implementing partners or grant recipient entities that are natural persons.

((a) and (b) are collectively referred to as “you”).

UNU processes your personal data during:

- (i) “Selection Processes” which includes UNU’s assessment and potential selection of a vendor, supplier or service provider (i.e. the procurement process in assessing relevant quotations, proposals or bids about whether your entity is suitable to provide goods, works, or services to UNU), and UNU’s assessment and potential selection of an implementing partner or grant recipient entity; or
- (ii) “Implementation Processes” which includes the conclusion, execution, implementation or termination of a relevant agreement or contract with you.

UNU is committed to protecting your Personal Data it processes and protecting your privacy in accordance with the [UNU Policy on Personal Data Protection](#).

**What Personal Data do we process?**

Personal Data which we process include, but are not limited to, your:

- (i) Name and surname, title, gender, date of birth and other biographical information;
- (ii) Business or organizational contact details, e.g. email address, address, phone number, and mobile phone number;
- (iii) Educational and professional background;
- (iv) Financial information.

UNU obtains such Personal Data directly from you and, when necessary, indirectly from third party entities for provision of background information (e.g. from your current or past employers, clients, associates) or from publicly available sources, including sanctions lists.

If you do not wish to provide us with your Personal Data, we may not be able to perform Selection Processes and Implementation Processes, including assessing your entity’s offer to become a vendor, supplier, service provider, implementing partner or grant recipient entity of UNU.

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<sup>1</sup> “Process” is defined in Annex 1 of the UNU Policy on Personal Data Protection as “any operation or set of operations that is performed either manually or by automated means on personal data or sets of personal data such as collection, registering, recording, organization, structuring, storage, adaption or alteration, cleaning, filing, retrieval, consultation, use, transfer, sharing, dissemination or otherwise making available, correction, erasure or destruction.”

<sup>2</sup> “Personal Data” is defined in Annex 1 of the UNU Policy on Personal Data Protection as “information, in any form, relating to an identified or identifiable natural person.”

## **Who is the Data Controller?**

For the purpose of processing Personal Data in Selection Processes and Implementation Processes, UNU is the “Data Controller”. This means that UNU is the primary custodian of your personal data and determines the purposes and manner in which your personal data is processed.

UNU enjoys privileges and immunities under international law. Nothing in or related to this Data Protection Notice may be deemed as a waiver, express or implied of any of the privileges and immunities of UNU, including its Institutes and Offices which are an integral part of UNU.

## **Why do we process your Personal Data?**

UNU will process your Personal Data for the following specific purposes:

- (a) To perform Selection Processes and Implementation Processes. Performing the selection and implementation processes may include, for example, assessing your background and skills, inserting your Personal Data in our internal vendor records and contacting you in relation to those processes;
- (b) To fulfill UNU’s compliance obligations and procedures (“Compliance”);
- (c) To prevent, detect and/or investigate any abuse, fraud, corruption or other fraudulent or illegitimate activity or breach of relevant UNU rules, also with the purpose of allowing UNU to protect its interests (“Abuse/Fraud”).

## **Who has access to or uses your Personal Data?**

Your Personal Data are accessed internally by UNU personnel who need to carry out tasks relating to the Selection Processes and Implementation Processes, Compliance and Abuse/Fraud. Such personnel may include UNU personnel, working in areas such as procurement, partnerships, internal audit, finance, accounting, legal and all of them are bound by the UNU Policy on Personal Data Protection and are under an obligation of confidentiality.

Your Personal Data may also be shared with third parties in accordance with the UNU Policy on Personal Data Protection, which include, but are not limited to, the following:

- (a) Persons or entities that provide assistance, services and/or advice to UNU in accounting, audit, administrative, information technology, legal, financial and other matters relating to Selection Processes and Implementation Processes;
- (b) Persons or entities with whom it is necessary to interact with for Selection Processes and Implementation Processes (for example, hosting providers or suppliers of platforms for sending e-mails);
- (c) UNU donors and entities contracted by UNU donors to perform specific tasks on their behalf, in case sharing of your Personal Data is a contractual obligation that is in line with UNU’s internal policies, regulations and rules.

## **How long do we keep your Personal Data?**

Any Personal Data processed in relation to the performance of Selection Processes and

Implementation Processes will only be retained by UNU for the minimum amount of time needed to ensure, from a technical and functional perspective, that Selection Processes and Implementation Processes are properly concluded and executed. This period will be normally 7 years, but it may be extended as required by contractual obligations towards UNU donors as well as operational and other organizational needs.

We will retain Personal Data processed for Compliance and Abuse/Fraud purposes for as long as is necessary to meet these purposes in order for UNU to abide by internal obligations as per its policies, regulations and rules and in order to protect UNU's interests. This period will be normally 7 years, but it may be extended as required by contractual obligations towards UNU donors as well as operational and other organizational needs.

### **What are your rights regarding your Personal Data?**

You have the right to request to:

- (i) access and verify your Personal Data;
- (ii) have your Personal Data rectified;
- (iii) have your Personal Data deleted.

You also have the right to object to our processing of your Personal Data. Please note that UNU will need to verify your identity to be able to assess your request and may not always be able to comply with your request if exempt for certain reasons provided by the UNU Policy on Personal Data Protection. We will assess this on a case-by-case basis; if an exemption or restriction is found to be applicable, you will be informed of our reasoning for this.

If you have any questions or concerns about this notice or wish to exercise any of the abovementioned rights, please contact the UNU Institute or Office that initiated the Selection Processes and Implementation Processes in which you are participating.

This Data Protection Notice may be updated from time to time in response to changing legal, technical or internal requirements.

Last updated: 14 December 2021