IOM International Organization for Migration
OIM Organisation Internationale pour les Migrations
OIM Organización Internacional para las Migraciones

IOM Data Privacy and Accuracy Policy

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IOM Data Privacy and Accuracy Policy

1   Overview

At IOM, protecting your privacy is very important to us. We strive to provide a safe, respectful, and secure user experience. Our goal is to treat the personal information you give us with the utmost respect. This Privacy Statement explains the online data collection and use followed in the IOM e-recruiting Web site as well as your right to access your personal information.

By using this Web site you agree to the terms and conditions of this Privacy Statement and to the practices for the collection, use, or disclosure of information that will be further described.

2   Collection of information

2.1   Anonymous browsing

You can browse IOM vacancies without revealing any personal information at the Recruitment section in IOM Web site. In this case, we might gather information only about your computer hardware and software (e.g., your IP address, browser type, and access times) but not personal data, and it would be used for statistical purposes only.

2.2   Candidate profile and application to vacancies

If you want to be considered for vacancies at IOM, you are required to create an account with us and complete a candidate profile (also known as Personal History Form). In this case, we will ask you to provide some personal information including but not limited to name, contact data, date of birth, qualifications, and education. In addition, we will also need information that is not unique to you such as, for example, your work preferences, gender, and interests.

2.3   Accuracy of information

The information contained in a candidate's profile must be, to the best of his/her knowledge, true, complete and accurate, knowing that, if employed, any false declaration or concealment of material facts may result in disciplinary action including dismissal if hired or the closing of the candidate's account in our recruitment system.

The most recent profile that a candidate has submitted will automatically update his/her application profile and may, as a result, replace information used for other vacancies. Changes made to a candidate's profile after the closing date of a particular vacancy notice may or may not be taken into account in that selection process.

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3 Use of information collected on this site

3.1 Normal Web site usage

During your visit to IOM e-recruiting site we might gather general information used to analyze the Web site use in order to improve its usability and usefulness. All the data we collect are not used beyond their intended purpose.

3.2 Personally identifiable information

Personal information are data about users of this Web site that are personally identifiable such as, for example, names, email addresses, and telephone numbers. IOM collects and uses personal information in order to support its recruitment processes and to deliver the services that users of IOM e-recruiting Web site have requested.

For example, personal information is used to communicate with users of this Web site. We may send you certain communications such as, for example, acknowledgment messages, questionnaire requests, and selection letters. We may also occasionally contact you if your candidate profile is of interest for a Vacancy Notice to which you have not directly applied.

4 Control of your personal information

4.1 Access to and modification of your information

Your personal information is located on a server situated in IOM. You can review, correct, update, or change the information in your candidate profile or applications to vacancies at any time.

You can also request the removal of your candidate profile, in which case, if it has been used in any recruitment process and due to technical reasons, an archival copy that will not accessible on the Internet and that will not be sent to IOM Recruiters or hiring Managers could be retained. Data entered by a non-registered candidate are kept in the system even if the candidate cancels the application.

Your account containing your personal information is password protected. We offer access to our candidate database only to recruiters and hiring managers working directly for IOM, and exclusively for recruitment purposes.

We keep indefinitely the information in our recruitment system in an effort to make your use of IOM e-recruiting more efficient, practical, and relevant. Since the effectiveness of our recruitment processes depends on the exchange of accurate and timely information, we will maintain the vacancy notices and other information in this Web site up to date. We count on your doing the same with the information that you furnish us.

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4.2 Candidate profile

You may allow your resume to be searchable by "releasing" it (i.e., setting its status to "released"). Keeping a resume in draft status (for example, during its preparation) prevents recruiters and hiring managers to have access to its information.

4.3 Remaining anonymous

You may have access to the vacancies of IOM without providing any personal information through the IOM Web site. However, in not providing any type of data, you cannot complete your candidate profile or apply to any available vacancy.

4.4 Disclosure of personal information to third parties

We do not disclose any of your information to third parties without your previous consent. We might disclose information to companies and individuals we employ to perform functions on our behalf. These companies and individuals will have access to the minimum of information needed to perform their functions, but they may not share it with any other third party.

5 Security of personally identifiable information

IOM e-recruiting Web site implements a series of technologies and security measures, such as encryption and/or authentication tools, in order to safeguard the information maintained on our systems from misuse, unauthorized access or disclosure, alteration, or loss.

Although we apply all reasonable means to ensure that the information you furnish us is not used by third parties for purposes other than those described in this Privacy Statement, IOM cannot guarantee that unauthorized third parties will never be able to defeat those measures or use your personal information for improper purposes. You should be aware that no transmission of information via the Internet is ever totally secure. Transmission is therefore at your own risk.

It is important to remember that if you are using the Internet at a public place, such as an Internet café, you must remember to log-off, otherwise others may be able to access your personal information.

All our personnel who have access to your personal information are obliged to respect its confidentiality and must follow the principles described in this Privacy Statement. Personnel who misuse personal information may be subject to disciplinary action.

6 Use of cookies

Upon your first visit to IOM e-recruiting Web site, a cookie can be sent to your computer. A cookie is a small file containing a string of characters that is sent to your computer when you visit a Web site. We use cookies to help personalize your online experience, to improve the quality of our service, and to better understand how people interact with us. Cookies are not

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used to run programs or deliver viruses to your computer. A Web server in the domain of IOM can only read any cookies set by IOM e-recruiting Web site.

You may have the ability to accept or decline cookies. However, if you choose to decline cookies, it may hinder performance and negatively impact your experience on the IOM e-recruiting Web site, since some portions of this site will not function properly.

7 Changes to this policy

Please note that this Privacy Statement can change from time to time. If you return to this site after a period of more than one month, please check this Privacy Statement to confirm that you are aware of the details of the most recent update. The updated notice will be posted on this page and, if changes from its previous version are significant, a more prominent notice will be provided.

Your continued use of this site after we post a new Privacy Statement will constitute your acceptance of the new terms and to the use of your personal information, including information previously given to us, under the conditions described in the updated Privacy Statement.

8 Contact information

IOM welcomes your comments regarding this Privacy Statement. If at any time, you have questions or concerns about this Privacy Statement or believe that we have not adhered to it, please contact us at applications@iom.int. We will make our best to promptly answer your questions or address your concerns.

9 Update effective date

This privacy statement is effective as of 1 January 2006.