

## DATA PROTECTION NOTICE FOR ITU PROCUREMENT

Last updated: 9 November 2022<sup>1</sup>

The International Telecommunication Union (“ITU”, “we”) is the UN specialized agency for information and telecommunication technologies - ICTs. As the data controller, ITU is responsible for the processing of personal data of bidders/vendors/suppliers or other entities participating in ITU’s procurement process (“you) and their employees (“you”) in accordance with the [UN Personal Data Protection and Privacy Principles of 2018](#). For the purposes of this Notice, the procurement process includes both the assessment and potential selection of a bidder/vendor/supplier as well as the implementation of a potential contract with such bidder/vendor/supplier.

**Categories of your personal data that are being collected:** ITU is collecting, using and further processing information about you (“Personal Data”) as part of ITU’s procurement process. Such Personal Data include, for example, your name, job title, business contact details and information on your educational and professional background (e.g. CVs). Such Personal Data may be provided to ITU directly by you or indirectly from third parties (e.g. provision of a reference from a past employer) or publicly available sources, including sanctions lists.

**Why is your Personal Data collected and how is it used:** ITU collects and further processes your Personal Data to implement ITU’s mandate, and specifically to (i) assess the relevant bid/proposal you submitted to ITU as part of ITU’s procurement process and decide whether you would be selected or not, (ii) conclude and implement a potential contract with you, (iii) implement ITU administration requirements, such as fulfilling compliance obligations/procedures, reporting requirements, conducting audits, ensuring protection of ITU’s interests, as well as preventing and investigating abuse, fraud or other illegitimate activity or breach of the relevant ITU regulations and rules, administrative issuances, policies and procedures.

**Who has access to your Personal Data:** ITU personnel carrying out tasks related to the purposes mentioned under (i)-(iii) have access to and process your Personal Data for ITU. Such personnel are subject to the obligation of confidentiality. Outside of ITU, your Personal Data may be shared with entities engaged by us as subcontractors who provide us with services related to purposes (i)-(ii) above (e.g. IT service provider) or assist ITU in its internal administration for the fulfilment of the purposes mentioned under (iii) above. Such entities typically process Personal Data on our behalf, in accordance with our instructions, and they are subject to confidentiality. In addition, in case you have been awarded a contract with us, the name of your legal entity as vendor/supplier, the type of services/goods, award amount, date and country of award may be made publicly available in the United Nations Global Marketplace, in application of ITU's relevant regulations and rules, administrative issuances, policies and procedures.

**How do we keep your Personal Data secure:** We take precautions and measures to maintain the security and confidentiality of your Personal Data. These include putting in place appropriate organizational, administrative and physical safeguards and procedures to protect your Personal Data, including against or from unauthorized or accidental access, damage, loss or other risks associated with its processing. We periodically test such safeguards and procedures to validate their effectiveness. Prior to sharing your Personal Data with third parties (as described above), we satisfy ourselves that such parties afford appropriate protection with respect to the processing of personal information.

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<sup>1</sup> This is the date when the Notice was last updated. ITU may update the Notice, as needed, from time to time.

**How long is your Personal Data kept by ITU:** ITU will keep your Personal Data for the purposes (i)-(iii) mentioned above for the period which is deemed necessary for those purposes to be fulfilled (e.g. to assess your bid, to conclude a contract with you, to ensure the contract's implementation). As soon as your Personal Data are no longer necessary for these purposes or in case you object to the processing, your Personal Data will be deleted without undue delay.

**What are your rights in relation to your Personal Data:** You can request ITU for information about the processing of your Personal Data. You can also request to access your Personal Data as well as verify and update them, in case they are reflected in the ITU records as inaccurate or incomplete. You can also object to the processing of your Personal Data and you can request for your personal data to be deleted.

When you make any request about your Personal Data, we will need to verify your identity and assess your request. We may not always be able to accommodate your request because, for example, of reasons of public interest, safety, security, or compliance with ITU's internal or other obligations. We will in any case inform you as soon as possible on the outcome of your request.

If you have any questions, requests or concerns about this notice please contact [PROC@itu.int](mailto:PROC@itu.int).

**Privileges and Immunities:** Nothing contained in or relating to this Notice shall be deemed or construed as a limitation or a waiver, whether express or implied, of any of the privileges, immunities and other facilities which ITU or any of its officials enjoys by virtue of the international treaties and national laws applicable to ITU.