NORWEGIAN REFUGEE COUNCIL

Privacy Notice concerning the screening of individuals

The Norwegian Refugee Council (NRC) is an independent humanitarian organisation working to protect the rights of displaced and vulnerable people during crisis. One of the core values of NRC is accountability: NRC is committed to being accountable to our staff and the people we serve.

NRC is responsible for processing your information in accordance with the applicable national and Norwegian laws and rules.

1. Why is NRC collecting and processing your personal data?

NRC must carry out due diligence concerning organisations and individuals that we deal with. As part of this, NRC checks the personal data of individuals, such as suppliers, partners, consultants, employees and recruitment candidates against publicly available datasets, including sanctions lists; law enforcement data (on convictions for criminal offences), politically exposed persons and "adverse media" coverage (on allegations that criminal offences have been committed). This is called screening.

2. How does NRC get your personal information?

The personal information we process is provided to us directly by you.

3. What personal data does NRC collect?

NRC collects and processes the following information to carry out screening:

- Name
- Address
- Gender
- Date of birth
- Nationality
- Citizenship

4. What is NRC's legal basis for processing your personal data?

The legal basis for processing your personal data is:

We have a legitimate interest. The processing of your personal data prior to signing a contract with NRC is necessary to meet requirements imposed by donors upon NRC and to prevent fraud.

We have a contractual obligation. The processing of your personal data is a necessary part of a contractual process with NRC, for example an employment contract, supplier contract or project implementation agreement.

We have a legal obligation. The processing of your personal data is necessary for NRC to comply with Norwegian and international regulations on and anti-money laundering and "counter-terrorism" legislation.

5. Will NRC share your information with third parties?

NRC uses a technical solution called Lexis Nexis Bridger Insight to screen your information. NRC has a data sharing agreement with this third party.

6. How will NRC store your personal information?

Your information is securely stored by NRC and the third party.

The information will be kept for five years before being deleted from our systems and the third party's system.

7. What are your rights?

Under data protection law, you have rights including:

Your right of access - You have the right to ask NRC for copies of your personal information.

Your right to rectification - You have the right to ask NRC to rectify personal information you think is inaccurate. You also have the right to ask NRC to complete information you think is incomplete.

Your right to erasure - You have the right to ask NRC to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask NRC to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that NRC transfers the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, NRC has one month to respond to you.

Please contact NRC if you wish to make a request.

8. How do you contact NRC?

NRC's contact details are:

Address: Prinsens gate 2
0152 Oslo
Norway

Phone: 0047 23 10 98 00

Email: data.protection@nrc.no

9. How can you complain?

If you want to complain, you can contact NRC using the details above.

You can also complain to the Norwegian Data Protection Authority (Datatilsynet) by sending a written complaint to the following address:

Datatilsynet
PO Box 458 Sentrum
0105 Oslo
Norway

It is within NRC's absolute discretion to modify the terms of this Privacy Policy, and any such changes will be communicated via updates to this notice. It is your responsibility to periodically review this page to stay informed of any updates.