

# Privacy Notice

UNESCO is committed to protecting personal data in line with its [Principles on Personal Data Protection and Privacy](#).

This Privacy Notice explains how UNESCO uses the personal data we collect from you when you apply to the International Fund for Cultural Diversity (IFCD).

For information on how UNESCO uses the personal data we collect from you when you use our main website, please see our [Website Privacy Notice](#).

## Topics:

- What data do we collect?
- How do we collect your data?
- How will we use your data?
- How do we store your data?
- Changes to our Privacy Notice
- How to contact us

## What data do we collect?

UNESCO collects the following data:

- Personal identification data you directly provide: Name, function/position, postal address, phone number, email address, organization, country of residence, and other relevant information of the contact person (natural person) representing the applicant entity/organization (legal entity).
- Names and nationalities of the project team members.
- Complementary documents such as: official documents demonstrating legal status of the applicant entity/organization (legal entity); letters of support from governmental authorities or public institutions and/or from project partners; official documents demonstrating the international membership of the applicant organization (both institutional and individual); official document proving that recent activities of the applicant organization have been carried out in several countries around the world; and pro forma invoices.

Please be mindful that the information and documents you provide may, in some cases, include the personal data of other individuals in your entity/organization (e.g., project team members). Always ensure you have their consent to share this information prior to uploading to the IFCD platform.

## How do we collect your data?

We collect data and process data when you:

- Register to apply to the IFCD.
- Voluntarily complete the IFCD online application form.

## How will we use your data?

UNESCO collects your data for:

- Processing of your registration, managing your account and evaluating your application.
- Project implementation and monitoring.
- Email you with information on your application.
- Statistical purposes.

## **How do we store your data?**

UNESCO securely stores your data at UNESCO Premises (Paris, France) or on cloud services used by UNESCO. Your data will not be published for general access nor disclosed or sold to third parties. UNESCO, however, assumes no responsibility for the security of this information.

We keep personal data for as long as necessary for the purposes described in this privacy notice, in accordance with our applicable records retention and disposition schedules.

## **Changes to our Privacy Notice**

We will revise or update this Notice if our practices change, or as we develop better ways to keep you informed about them. Please refer back to this page often for the latest information and the effective date of any changes. If we decide to change this Notice, we will post a new Notice on our website and change the date at the bottom. Changes to the Notice shall not apply retroactively.

## **How to contact us**

You may request access to your personal data in order to verify its accuracy and may request correction. To do so in connection with your IFCD application please contact [convention2005.ifcd@unesco.org](mailto:convention2005.ifcd@unesco.org).

For any other questions regarding the processing of your personal data, contact the Data Protection and Privacy Officer at [privacy@unesco.org](mailto:privacy@unesco.org).

## **Updates to this Privacy Notice**

Updated: 16 March 2023