

DATA PROTECTION NOTICE FOR VENDORS AND SERVICE PROVIDERS

Last modified: 22 March 2023

This Data Protection Notice applies to the personal data and sensitive non-personal data that FAO collects and handles when registering and selecting vendors and service providers to provide services to the Organization.

Information We Collect

FAO collects the information below when it contracts vendors and service providers to provide goods and services to FAO in accordance with FAO rules and procedures.

Information You Provide to Us

FAO may request your data or your company/organization's data, including but not limited to: company/organization registration information, tax identification data, banking information and employee data. Selected vendors and service providers will be requested to provide additional information, such as inter alia financial information and insurance information.

Information We Collect from Third Parties

FAO may obtain information about you and your activities or about your company/organization and your company/organization's activities from various sources, including but not limited to the United Nations Global Market Place (UNGM), United Nations Partner Portal (UNPP), other UN agencies, former employees, credit bureaus, relevant national authorities to conduct a background screening.

Information We Share

FAO does not share your data or your company/organization's data collected for registration, except as described in this Data Protection Notice. FAO may share your data or your company/organization's data with third-party service providers who perform services related to the registration of vendors and service providers such as inter alia UNGM and/or UNPP. Such third-party service providers are not authorized by FAO to use or disclose your data or your company/organization's data, except as necessary to perform services on our behalf. FAO requires such third-party service providers to appropriately safeguard the privacy and security of data they process on its behalf.

For vendors: As part of the registration process, you or your company will be required to insert your data or your company's data into the UNGM system, which will process your data or your company's data according to their applicable policies:

<https://www.ungm.org/Public/Pages/Terms>

<https://help.ungm.org/hc/en-us/articles/360012823420-Use-of-personal-data-used-on-UNGM>

For service providers (LoA): As part of the registration process, your or your organization's data will be kept in FAO's Enterprise Resource Planning (ERP) system by FAO. However, you or your organization may also be required to insert your data or your organization's data into the UNGM.

FAO also may disclose data about you or your company/organization (i) if required to do so by law or legal process; (ii) for the purposes of, or in connection with, legal proceedings, or otherwise for the purposes of establishing, exercising, or defending any legal rights; (iii) in response to a request by national authorities or judicial authorities in line with FAO's policies and procedures; (iv) when FAO believes disclosure is necessary or appropriate to prevent physical harm or financial loss, or in connection with an investigation of suspected or actual illegal activity; or (v) when such sharing of data with third parties is authorized by FAO's internal policies and procedures.

Specific Purposes of Processing

Your information, or your company/organization's information, will be processed in connection with the vendor and service provider registration and selection process with FAO.

How We Protect Your Information

FAO maintains appropriate technical and organizational safeguards against unauthorized processing of data and against accidental loss, destruction, or damage.

How Long We Keep the Information

Your or your company/organization's data is kept only as long as necessary for the purposes set out in this Data Protection Notice and in accordance with FAO rules.

Request and Review

In accordance with the FAO Data Protection Policy, you or your company/organization may request access, correction, deletion of the data processed by FAO or object to the use of your or your company/organization's data by FAO, subject to reasonable limitations and conditions.

Your employees may also request access, correction, deletion of their data processed by FAO, or object to the use of their data by FAO, subject to reasonable limitations and conditions. To make such request or present a complaint with FAO please contact the FAO Data Protection Unit at FAO-Data-Privacy@fao.org.

Questions or concerns

If you have any questions or concerns related to you or your company/organization's data being processed by FAO, please contact us at FAO-Data-Privacy@fao.org.