



Collection, Use, Disclosure and Protection of Personal Information Collected in Connection with your Application for Employment

By applying for employment with IDRC, you consent to IDRC's collection, use, disclosure and protection of your personal information in accordance with the following terms and conditions:

What Personal Information Do We Collect?

IDRC is governed by the *Privacy Act*, R.S.C. 1985, c. P-21 (<http://www.canlii.org/ca/sta/p-21/>). The information we collect in connection with your application for employment, which may include personal information, may involve at least some of the following:

- education and employment history;
- contact information (such as names, titles, business names, personal and/or business addresses, personal and/or work email addresses, personal and/or work or cell telephone numbers); and
- language testing and language assessment results.

How Do We Use Your Personal Information?

We use the personal information you provide exclusively for the purposes of processing, screening, assessing, evaluating and considering your application for employment with IDRC.

When Do We Disclose Your Personal Information?

At IDRC, we are responsible for the protection of the personal information you disclose to IDRC.

- We may share your personal information with third parties engaged to assist us in processing, screening, assessing, evaluating or considering your application for employment. These service providers sign IDRC's service agreement which prohibits them from using your personal information for any purpose other than for the purposes described above; and
- We reserve the right to disclose personal information to a third party if a law, regulation, regulatory body, search warrant, subpoena or court order legally requires or authorizes us to do so.

Where Is Your Personal Information Stored?

The personal information you provided in your employment application may be stored on servers located outside Canada and may therefore be subject to the laws of other jurisdictions.

Your Knowledge and Consent

IDRC collects personal information about you only when you voluntarily provide it. Should IDRC want to use the information you provided for any purpose not previously identified, your consent will be sought.

Retention of Your Personal Information

IDRC will retain your personal information for as long as necessary to fulfill the purpose(s) for which it was collected and to comply with applicable laws and regulations.

Contact Us

Should you have any questions or concerns regarding how IDRC collects, uses, discloses and protects your personal information or should you have reason to believe that IDRC may have failed to adhere to this policy, you may contact us by email at: careers@idrc.ca

Additional Terms of Use governing the Web Site generally can be found by [clicking here](#).