

Coalition for Epidemic Preparedness Innovations

Protection of Personal Data Policy

Objective

The purpose of this policy is to establish guidelines on management and protection of the personal data of job applicants, current and former employees, and consultants working for the Coalition for Epidemic Preparedness Innovations (CEPI).

Policy statement

CEPI uses personal information as part of its recruitment processes, as well as to inform provision of compensation and benefits (including payroll, sick leave, pension, maternity, among others). Such information:

- Will not be shared with any third party unless it is needed for those directly providing services for CEPI, such as payroll.
- Will be retained until deemed no longer necessary for CEPI.

If an offer of employment is made and accepted, data from the application process will be transferred to CEPI's employee management systems. Personal data may also be used for security, business continuity and disaster recovery purposes.

CEPI is committed to managing and storing personal information in compliance with the locally applicable laws and regulations required by each country where CEPI employs staff or consultants. Further guidance on the management of personal data can be found in the Protection of Personal Data Procedure.

The CEPI Chief Executive Officer is responsible for the oversight and implementation of this policy.

General Guidelines

- CEPI will not place personal data in public domain without the individual's consent.
- Personal data will be processed fairly and lawfully, according to the relevant jurisdiction(s), and only to the degree necessary to achieve a previously established purpose.
- CEPI will ensure the accuracy and relevance of the data to the extent possible.
- Incomplete or erroneous data will be destroyed (deleted) or clarified before being processed.
- Personal data will be stored in a way to allow the identification of the subject and for a period no longer than is required for processing, unless stipulated in a contract in which the subject acts as a party.
- Personal data of consultants, when engaged via an agency, may be shared between the agency and CEPI.
- A person's office contact details (phone, email) may be published in CEPI external website to enable business contact.
- Staff processing personal data will be careful and maintain appropriate levels of confidentiality, especially if data is accessed remotely or taken out of the office premises, in line with relevant procedures.

Current version	1.0
Approved by CEPI Board	January 2018
Owner	Chief Executive Officer
Flow through	N/A
Linked documents	Transparency and Confidentiality Policy
Past versions	N/A