

# **Data Processing Notice**

## **concerning**

# **IAEA InTouch+ platform**

### **1. Subject matter of the Notice**

The International Atomic Energy Agency (IAEA) operates a web platform (InTouch+) that enables individuals to submit, review and approve applications for IAEA Events defined as training courses, fellowships, scientific visits, meetings and sponsored participants, conferences organized by the IAEA, as well as registration to meetings of the Board of Governors (BoG) and General Conference (GC). InTouch+ is made available on the IAEA NUCLEUS website. Additional terms and conditions apply to this website, which may be consulted at: <https://nucleus.iaea.org/Pages/Others/Disclaimer.aspx>.

Access to InTouch+ is strictly limited to those individuals who submit, review and approve applications for IAEA Events. Depending on their role, individuals provide different types of personal data, all of which are processed in accordance with the principles laid out in the IAEA's Personal Data Privacy Policy (Privacy Policy).

This Data Processing Notice sets out the terms and conditions governing the scope and purpose of the personal data processed as well as the parties responsibilities when involved in data processing.

### **2. Definitions**

For the purposes of this Notice, the following definitions apply:

- (a) **Personal data:** information relating to a natural person who can be uniquely identified by that information, either directly or indirectly through recognizable attributes
- (b) **Data subject:** natural person who can be uniquely identified by that information, either directly or indirectly through recognizable attributes;
- (c) **Data processing:** overarching term that is used to describe all activities associated with the handling of personal data, including the collection, storage, usage, transfer and disposal of personal data;
- (d) **InTouch+ User:** any individual having access to InTouch+;
- (e) **Notice:** means this Data Processing Notice together with its appendices;
- (f) **Privacy Policy:** the IAEA Personal Data Privacy Policy;
- (g) **Personal data breach:** means a breach that may compromise the privacy or confidentiality, criticality, integrity or availability of personal data.

### **3. Categories of data subjects**

The categories of data subjects under this Notice are as follows:

- (a) **Event participants (Applicants) with an InTouch+ User account:** submit personal data through InTouch+ when applying to attend IAEA Events;
- (b) **Delegates/participants without an InTouch+ User account:** submit personal data to the Registration Focal Points for further processing in InTouch+;
- (c) **Registration Focal Points (RFPs):** are designated by the relevant Permanent Mission or Ministry of Foreign Affairs to register their Delegates to the meetings of the Board of Governors (BoG), the General Conference (GC), and Conventions. They approve applications of Delegates/participants to attend conferences and symposia. They are assigned by the IAEA on InTouch+ the specific RFP role in accordance with the IAEA's registration process for delegations. As such RFPs may process the personal data on behalf of delegations/ participants.

All InTouch+ Users including RFPs have an InTouch+ User account. RFPs can also apply to attend IAEA Events.

#### **4. Purpose Specification**

Personal data on InTouch+ will be processed for one or more specific purpose(s) as detailed below, consistent with the Agency's mandate, and will not be processed in a way incompatible with such purpose(s).

The IAEA processes personal data to the extent required to review and assess the Event participation application of Applicants and Delegates and to complete logistical arrangements where required.

The following types of personal data are processed on InTouch+:

- Contact information: name, preferred and alternate email address, preferred and alternate telephone numbers;
- Gender, date and place of birth;
- Passport details: number, issue and expiry date, place of issue; first nationality, second nationality, passport copy;
- Affiliated institute: institute name and address;
- Educational and language qualifications;
- Employment history;
- Previous involvement with the IAEA, including occupational radiation exposure, provided or confirmed by the radiation protection officer, the candidate's supervisor, or the provider of the individual monitoring service.
- Health information: health statement on fitness to carry out relevant duties away from home, additional information on specific medical condition if applicable;
- Details relevant to travel arrangements or required by the IAEA travel service provider: nearest Airport.

Not every data subject has to provide all types of personal data. The above list covers the full set of personal data that will be processed by, or on behalf of, the IAEA.

Information not directly relevant to the InTouch+ User's role (e.g. racial or ethnic origin, political opinions, religious or philosophical beliefs) will not be requested.

The IAEA may also use the contact details of Applicants to inform them of the IAEA's scientific and technical publications, or the latest employment opportunities and current open vacancies at the IAEA. These secondary purposes are consistent with the IAEA's mandate.

## **5. Data accuracy and access**

Data subjects shall ensure that personal data provided are accurate and, where necessary, up to date to fulfil the specified purposes.

All data subjects with an InTouch+ Users account can access their information by logging into their IAEA InTouch+ account.

At any time, they can rectify inaccurate or incomplete personal data in their profile, either directly on InTouch+ platform using their login data, or by contacting [InTouchPlus.Contact-Point@iaea.org](mailto:InTouchPlus.Contact-Point@iaea.org).

Registration Focal Points are responsible for rectifying inaccurate or incomplete personal data on behalf of the Delegate of their relevant Permanent Mission.

## **6. Data sharing**

The IAEA may share Applicants contact information amongst participants of the same Event for the purpose of disseminating relevant information and to facilitate collaboration. Event participants must not further distribute or share such information without the explicit permission of the individuals concerned.

As a part of the application process, the personal data of Applicants and Delegates may also be shared with the following third parties:

- appropriate authorities of the host country;
- host organization;
- responsible organization;
- project counterparts;
- country-level approval authorities (National Liaison Officers and Assistants, and National Coordinators for Regional Projects) to review and approve nomination requests;
- IAEA conferences and meetings application (the Conference app);
- Cigna Global – International Health Insurance company to insure selected Applicants;
- Travel Management Company for IAEA flight ticket bookings;
- United Nations Department of Safety and Security (UNDSS) for the issuance of Security badges.

Information provided on the InTouch+ platform will not be shared with any other third party without the data subject's express permission and will not be used for any commercial purpose.

## **7. Data security**

The IAEA will protect the security of the personal data processed on the IAEA InTouch+ platform by taking appropriate organizational, administrative, physical and technical measures to prevent unauthorized or accidental access, damage, loss, disclosure or other risks presented by data processing.

In case of a personal data breach involving InTouch+ data, the IAEA's Data Protection Officer (DPO) or the Chief Information Security Officer (CISO) must be notified without undue delay, at the following notification email addresses, with sufficient information to allow the Agency to address the personal data breach:

DPO: [Privacy@iaea.org](mailto:Privacy@iaea.org);

CISO: [ciso@iaea.org](mailto:ciso@iaea.org),

## **8. Data retention**

The personal data submitted by Applicants to the InTouch+ platform will be retained only for the time that is necessary for the specified purpose(s). Such data will be held by the IAEA for up to ten years from the date of last access of the InTouch+ User's account.

## **9. InTouch+ User Statement**

The following InTouch+ User Statement requires your declaration of understanding of the above terms, as well as your authorization that the IAEA may verify the information you have provided.

- (a) By completing the information requested as an Applicant to attend an IAEA Event, I:
- (1) declare that I have read, understood and accepted the above terms and conditions;
  - (2) declare that the information provided, such as the name, nationality, date of birth, education and work history and other data is true, complete and correct to the best of my knowledge;
  - (3) authorize the IAEA to take any necessary steps to verify all information provided; and,
  - (4) give consent to processing of my contact information to receive information from Agency about relevant IAEA activities, including IAEA's scientific and technical publications, latest employment opportunities at the IAEA, and to be contacted for the purpose of providing my feedback through surveys and participate in statistical research;
  - (5) undertake not to share with any third party personal data which may have been shared with me as part of my Event participation unless otherwise expressly agreed in writing by the respective individual(s);
  - (6) understand that any wilful misrepresentation made on this platform, or on any other documents submitted to the IAEA during my application to IAEA Events, may result

in my disqualification from the application process, or later termination of my future participation, if that attendance resulted from a process in which I made wilful misrepresentations on this platform;

- (b) As a Registration Focal Point, I undertake to process personal data submitted by Delegates only in accordance with the IAEA Privacy Policy, for the specific purpose of registering them to the meetings of the Board of Governors (BoG), the General Conference (GC), Ministerial Conferences and Conventions and not for an incompatible purpose. By virtue of this role, in connection with the obligation to preserve the confidentiality, integrity, and availability of information, I undertake not use, disclose, or otherwise make available the personal data of Delegates and participants without their prior written consent, to inform them about their personal data processing upon request, and to maintain and rectify personal data on their behalf. I understand that the data processing role assigned to me by the IAEA on InTouch+ can be revoked by reason of breach of these obligations on my side.

If you do not agree to the above terms, please do not proceed with your InTouch+ application for further processing within the IAEA.

## **10. Contacts details**

Contact e-mail address regarding questions concerning this Notice or the processing of your personal data: [InTouchPlus.Contact-Point@iaea.org](mailto:InTouchPlus.Contact-Point@iaea.org) . Please provide your name and purpose of your request.