**Applicant Informed Consent**

Terre des hommes - Helping children worldwide - Foundation (Tdh) guarantees respect as well as the right of individuals and ensures that their data are treated confidentially, securely and only for the purpose mentioned below.

1. **About** –Tdh inspects, through specialised software, that future members of staff do not appear on the list of people suspected of criminal activity. Watchlists1 are established and updated by national and international bodies as well as the UN Security Council and the United States Treasury.
2. **Why** – In order to respect the legal rules in place forbidding public and private entities to support or work with entities or individuals linked to criminal activity,2 Tdh has an obligation to ensure proper use of its resources, particularly those made available by financial partners, be they institutional or private. Tdh must verify that its own resources, and those entrusted to it by donors, are not used for criminal activity.

The screening allows Tdh to undertake an in-depth verification process and shows, in particular to its donors, that all the necessary assessments have been done and the measures needed have been taken, in order to ensure those employed by the organization are not on the watchlists.

1. **Who** – Those affected by the screening are applicants selected for a position of more than 3 months at the headquarters and in the field.
2. **How** – The screening process is about bringing together relevant organizational and personal information data from the candidates of Tdh and analysing this against the watchlists established by national and international bodies, in order to verify whether certain people or organizations appear on any of the watchlists.

The screening is done, with the help of a verified testing software, in line with European data protection standards and the Swiss law on data protection, with the goal of ensuring personal privacy.

The data, provided by the applicant, undergoes a check of first name, last name, nationality, date and place of birth. When a person appears on one of the watchlists potentially linking them to criminal activity, we then speak of this as a *hit*.



1. International watchlists can be viewed at: <http://www.innovativesystems.com/finscan-watch-lists>
2. Federal law forbidding groups Al-Qaeda and ISIS, and those linked or allied to same of December 12, 2014: Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (US Patriot Act) ; UK Counter-Terrorism and Security Act 2015.

**-** If there is a hit whilst undertaking a preliminary screening of the data, Tdh reserves the right to withdraw from contract negotiations.

Tdh cannot be held responsible for a positive *hit* result. Any disagreement concerning being present on any watchlist must be addressed by the person or entity themselves to the data provider. 3

1. **When** – The screening of the applicant is undertaken after the last interview. Therefore, only the personal information of applicants that pass the first interview stage will be assessed.
2. **By who and when** – Only certain employees at the Tdh headquarters undertake assessments under the supervision of the Risk Management Supervisor. No screening is done in the field.
3. **After** – The results are kept at on a secure database only if the applicant is officially recruited. The data is then destroyed as soon as donors have undertaken their audit or no later than ten years later as mandated by Swiss law on data privacy.4

In all cases where a contract is established, Tdh is legally obligated to transmit all information to the relevant government authorities if they request it.

If the recruitment process is terminated, all data will be immediately destroyed.

1. **Applicant rights** – Applicants have at all times the right to access the database information concerning themselves, as well as to follow up directly with any listing authority to request corrections or removal. They can, at any moment, refuse consent for the screening purposes. However, any such refusal could result in Tdh immediately ending the recruitment process, as Tdh are obligated to apply the screening procedures prescribed by the laws, rules and contractual conditions in place. Tdh accepts no indemnity in this case.

Any related request or concern may be submitted to the Foundation’s Data Protection mailbox:

[**dpo@tdh.ch**](mailto:dpo@tdh.ch)



1. Innovative Systems Incorporated – Level 21b, Tower 42 – 25 Old Broad Street – London EC2N 1HQ UK – +44 (0)20 7422 6310 – <http://www.innovativesystems.com/contact>
2. Article 962 Swiss Code of Obligations

PLEASE COMPLETE, SIGN AND DATE THE FOLLOWING DECLARATION

🡫



![Yes
]()