



## PRIVACY NOTICE

*Note: The following Privacy Notice applies to official travel organized by the [Global Partnership for Education](#). The Global Partnership for Education Secretariat is hosted by the World Bank Group and follows the Personal Data Privacy Policy of the World Bank Group. The World Bank Group means, collectively, the International Bank for Reconstruction and Development (IBRD), the International Development Association (IDA), the International Finance Corporation (IFC), and the Multilateral Investment Guarantee Agency (MIGA).*

*This Privacy Notice is under regular review and may be updated periodically to reflect the applicable rules and policies of the World Bank Group regarding data privacy and security.*

Last Revised: **June 2, 2023**

The Global Partnership for Education, (“GPE”, “we”, or “us”), respects your concerns about your privacy and is committed to protecting it by establishing and complying with the following Privacy Notice which adheres to the core privacy principles set forth in the [Personal Data Privacy](#) Policy of World Bank Group Institutions. This Privacy Notice applies to the personal data that GPE collects and handles for the purposes of organizing official travel on behalf of GPE. For the purposes of this Privacy Notice, “personal data” means any information relating to an identified or identifiable individual.

### INFORMATION WE COLLECT

#### Information You Provide to GPE

GPE collects Personal Data from you directly, via the information you enter during the submission of an official travel request form sent to you or provide to a GPE Secretariat staff upon request for organizing your official travel.

### INFORMATION WE SHARE

GPE does not sell or otherwise disclose Personal Data collected as set out above, except as described in this Privacy Notice, with third-parties we collaborate with in organizing our official travels. Information may be shared with third-party service providers who perform services for GPE (i.e hotels, transportation companies, and/or travel agencies). GPE requires its service providers to appropriately safeguard the privacy and security of personal data they process on its behalf. GPE does not sell your personal information.

Third parties refer to any other party that is not part of GPE or the World Bank Group Institutions Therefore, the consent provided in this form extends to GPE and all World Bank Group Institutions as the legal entities conducting this data collection and handling for the purposes stated in this notice.

We also may disclose Personal Data about you (i) if obliged to do so under international law or by requirements of applicable GPE or World Bank Group policies and procedures, (ii) for the purposes of, or in connection with, any legal proceedings, or otherwise for the purposes of establishing, exercising or

defending any legal right; or (iii) when we believe disclosure is necessary or appropriate to prevent physical harm or financial loss or in connection with an investigation of suspected or actual illegal activity.

## **PURPOSES AND TYPES OF PROCESSING**

In providing excellent knowledge-sharing experience to you and supporting administrative tasks, the GPE, World Bank Group, and third parties working with us may Process your Personal Data in the following ways:

- To make travel and other logistical arrangements;
- To create and manage your individual account for official travel;
- To send you email notifications and updates about your official travel;
- To send you a formal invitation letter, if applicable;
- To provide you with applicable administrative documents related to your official travel;
- To provide technical and operational support to you in connection with the official travel, if applicable, in connection with your official travel.

## **HOW WE PROTECT YOUR INFORMATION**

We maintain appropriate technical and organizational safeguards against unauthorized processing of personal data and against accidental loss, destruction, or damage according to the GPE and World Bank Group information security standards.

## **HOW LONG WE KEEP YOUR INFORMATION**

Your Personal Data will be kept only as long as necessary for the purposes set out in this Privacy Notice and in accordance with applicable records retention and disposition schedules.

## **REQUEST AND REVIEW**

In accordance with the [World Bank Group Policy Personal Data Privacy](#) and pursuant to [Personal Data Privacy Request and Review Mechanisms](#), you may request information regarding the processing of your personal data, subject to reasonable limitations and conditions. To present a request for information please visit the [Data Privacy Request Mechanism](#) page.

Subject to such limitations and conditions, you may also seek review pursuant to [Bank Directive Personal Data Privacy Request and Review Mechanisms](#) if you reasonably believe that your personal data has been processed in violation of the World Bank Group Policy Personal Data Privacy. To initiate this process please visit the [Data Privacy Review Mechanism](#) page.

## **QUESTIONS OR CONCERNS**

Please contact the Data Privacy Office at [privacyquestions@worldbank.org](mailto:privacyquestions@worldbank.org)