

**Kosovo Senior Appointments Project  
Implementing Partner  
Data Management Statement**

BDO are the Implementing Partner for the British Embassy project to support Independent, Accountable, Meritocratic and Professional Recruitment in Kosovo. The project is underpinned by a Memorandum of Understanding signed by Prime Minister Avdullah Hoti and British Ambassador Nicolas Abbott on 2 July 2020. Under the terms of the MOU, the Implementing Partner will be involved in an agreed list of senior appointments within Kosovo.

As part of this project members of the Implementing Partner project team will be required to have access to applicant and candidate personal data. This statement outlines the principles and practices the Implementing Partner will adopt in managing your personal data in line with Kosovo Law.

**Statement**

We understand that your personal data is important to you. Ensuring that you have control of when and how your data is collected, processed, stored, destroyed and who will have access to it are outlined in the Law on Protection of Personal Data (Law 03 L-172). We respect your legal rights and have established practices to ensure that the management of your personal data complies with legal, moral and ethical expectations.

**Written Informed Consent**

Before your data is collected, processed or stored – you will be requested to provide your written consent. Consent will be informed as it will clearly state:

- The specific purpose for which your data is being collected and how it will be used.
- How your data will be stored and who will have access to it.

**Purpose for collecting, processing and storing data**

Your data will only be collected, processed and stored in connection with an application and assessment for a senior position where the Implementing Partner is involved in providing support and oversight of that process. You will not be requested to provide consent by the Implementing Partner for any process they are not involved with.

Your data will not be used for any purpose that is not related to the support, oversight or reporting of the selection process.

**Storage of data**

Data collected by the Implementing Partner, in connection with their role in senior selection processes, will be securely stored by the Implementing Partner on their system.

Data on this system are subject to file sharing access rights. Only project team members with a need to access, process and use your data are given access.

Your personal data is only stored for as long as there is legitimate need to use and process your data in connection with the Implementing Partner role and responsibilities within the project and under the terms of the MOU.

At the earliest date where there is no longer any legitimate need to use or process your data your personal data will be destroyed.

Once there is no longer a legitimate purpose for retaining your data it will be destroyed.