

## **IPC CERTIFICATION PROGRAM** **DATA PROTECTION & PRIVACY POLICY**

The [IPC Certification Program](#) aims at qualifying IPC practitioners professionally. In line with, and for this very specific purpose, IPC GSU collects personal information on participants to the program.

### **Why do we collect personal information**

Personal information or data is collected to allow IPC GSU to evaluate one's participation into the program, ensure the quality of the program, and certify users according to the [IPC Certification program's requirements](#).

It also allows IPC GSU to better understand the needs and/or gaps in IPC certification according to criteria such as geographies, gender and areas of expertise. This in turns allows to develop the appropriate training program.

Finally, the information is used to contact and keep the IPC certified practitioners informed of potential training, analysis support requests, new IPC protocols and other key IPC materials.

The IPC Community of Practice (COP) is a subset of the Certification Program and is managed under the same policy.

The IPC GSU reserves the right to amend this policy at its own discretion. Notifications of any significant amendment will be posted on this page.

### **When and where is the information collected**

The information is collected in three different ways:

- By recording attendance at training events (using paper or digital attendance sheets);
- By recording attendance at analyses (using paper or digital via attendance sheets);
- By completing and passing the IPC online test available on our e-Learning site: Moodle [\[https://learning.ipcinfo.org/\]](https://learning.ipcinfo.org/);
- **Please note:** by registering on our e-Learning site [\[https://learning.ipcinfo.org/\]](https://learning.ipcinfo.org/) *without taking a certification online test*, you will not be added to the certification program database. However, you are still subject to this privacy policy and your data will be treated as confidential;

Prior to the data or information being collected, each participant is notified of the collection and is provided with a link to this policy. You can refuse and request your information not to be recorded for the purpose of the program.

Your information will still be recorded for the purpose of the event itself but will not be retained in the certification program's database after the event took place.

By refusing to be added to the certification program's database you are renouncing to take part in the program and cannot pretend to IPC certifications of any level. IPC GSU cannot provide this service without collecting and maintaining the necessary information.

If you are unsure if you are part of the certification program or want to know what information we have collected about your IPC journey, please contact us and see the section "**Modification, deletion, retention**" below.

### **What data is collected**

Depending on where the data is collected from (as mentioned in the section above) all or part of the following will be collected: first and last name, IPC level, gender, country and/or region of work, organization, job title, email address, telephone number, and details about attendance to IPC or COP activities including dates, location and roles (co-facilitator, facilitator, analyst, etc.).

### **How is the information stored and/or processed**

The information collected is treated as highly confidential and is stored in a database securely managed by a restricted number of IPC GSU members.

The content of the certification program database is only processed by GSU. Processing of the data is limited to standardization of said data and generating reports to develop the IPC or COP program.

### **Third-parties access & sharing**

The data is not directly accessible to third parties outside of IPC GSU. It is never shared with third-parties without prior aggregation and anonymization.

Very rarely, at the request of IPC partners, the GSU provides partial, aggregated and anonymized exports of its certification program's database containing the number of IPC certified practitioners in a specific region or country.

### **Modification, deletion, retention**

To request modifications or exercise your right of access, please contact us via email as indicated in the section "Contact Us" below.

You can request at any time a copy of your record, modifications to be made, and partial or total deletion of the information we hold on your person.

Please note that the complete deletion of our records will remove you from the IPC Certification Program and invalidate previously awarded certifications.

To maintain up-to-date records, allow for users to complete their IPC certification journey in the timeframe that is most convenient to them and to ensure proper records of analyses facilitation are maintained, IPC GSU does not delete past records except at the practitioner's request.

## Contact Us

For any questions related to this policy, please contact: [ipc@fao.org](mailto:ipc@fao.org)

## Annex: Definitions

- **IPC GSU:** the IPC Global Support Unit (GSU) is the entity mandated by the [IPC 15 global partner organizations](#) to implement the IPC initiative under a global strategic programme. It is the entity that manages the Certification Program and its database;
- **IPC Certification Program:** the IPC's training and certification program which certify individuals at 3 different levels based on pre-defined requirements (see more information on [the IPC's website](#));
- **Certification (Program) database:** the secure database used to collect and maintain the information of all IPC certified practitioners;
- **Participant or Practitioner:** any individual who takes part into the IPC Certification Program and its various activities;
- **IPC Community of Practice (COP):** Community of individuals certified to the highest level of IPC Certification;