

## **1. NOTICE ON THE USE OF PERSONAL DATA**

In accordance with the Lebanese Electronic Transactions and Data Protection Law (“Law No. 81”), the following personal data is processed by the International Catholic Migration Commission (“ICMC”) as a data controller.

### **1.1. WHICH PERSONAL DATA DO WE PROCESS?**

Your personal data which may be subject to processing by our organization, if necessary, is as follows:

1. Identity Data: Your name, surname, national ID number, passport number, date of birth, country of birth, city of birth, sex, marital status, nationality
2. Contact Data: Your phone number, residential address, email address
3. Personal Data of Special Nature: Race, ethnic origin, philosophical belief, Association/foundation memberships listed in your application, political and/or religious affiliations if relevant to your application, your disability status, health conditions, blood type, criminal record, sexual identity and orientation
4. Education Data: Your level of education, education information (institution name, date of study), language competencies, specialized training, and skills
5. Work experience: Your occupation, work experience, (employer name, employment date, job title)
6. Visual and Audio Data: Your photograph, your voice, video record
7. Other: Military service history, travel history, and familial relationships

### **1.2. FOR WHAT PURPOSES DO WE PROCESS YOUR PERSONAL DATA?**

ICMC collects and maintains your personal data on behalf of the country processing your application for refugee resettlement. Your personal data specified above is processed within the framework of the legal relationship that you established with us for the purpose of refugee resettlement. Moreover, your personal data may also be processed to:

- Provide information to authorized institutions and organizations,
- Coordinate medical screenings,
- Organize accommodation and transportation,
- Carry out training activities,
- Take security measures,
- Make payments,
- Enable communication,
- Ensure physical space security during your visits to our facility,

- Ensure the establishment, development, and implementation of legal compliance processes,
- Ensure financing, planning and management of all provided services and allow for invoicing,
- Do follow-up on requests and complaints and provide internal control.

### **1.3. WHERE DO WE STORE YOUR PERSONAL DATA?**

Data in your physical case file is stored in a secure file library within ICMC's office at the address listed below. Only authorized ICMC staff have access to the file library.

Olivetti Bldg./ Al Ashrafieh 1020 1st Floor  
Pierre Gemayel Blvd  
Beirut, Lebanon

All electronic data is securely stored on ICMC's network which is accessible only to authorized ICMC staff.

### **1.4. METHOD AND DURATION OF STORING YOUR PERSONAL DATA**

Your personal data will be securely stored throughout the period your application for resettlement in the United States is pending. Upon the completion of processing for your case, your physical case file will be disposed of according to United States Government regulations and after a period not to exceed six (6) months from the date you were notified of the outcome in your case. Electronic records related to the processing of your application will be retained for a period not to exceed ten (10) years.

### **1.5. METHOD FOR COLLECTING YOUR PERSONAL DATA**

Your personal data is collected physically and/or electronically with the forms filled out using data that you provide during the processing of your application, by voice recorders during calls to/from our center, by camera and recording systems that ensure workplace security when you come to our offices.

### **1.6. TRANSFERRING PERSONAL DATA TO THIRD PARTIES AND ABROAD**

Your personal data may be shared with third parties within your country of asylum and abroad as necessary to facilitate the processing of your resettlement application. Third parties with whom your personal data may be shared if needed include: USRAP partner organizations directly involved in coordinating your resettlement to another country (such as IOM and UNHCR), government agencies within your country of asylum who may require information according to local procedures, security companies for workplace and building security, hotels for making accommodations during scheduled appointments, banks, ICMC headquarters, and to service providers providing data storage.

## 1.7. YOUR RIGHTS

We remind you that, according to ICMC policies, you have the right to apply to:

- Learn whether your personal data is being processed,
- Request further information about processing if your personal data is being processed,
- Learn the purpose of processing personal data and whether personal data is being used consistently with the purpose,
- Know the third parties in the country or abroad to whom personal data is transferred,
- Request rectification of personal data if processed incompletely or inaccurately,
- Request the erasure, destruction, or anonymization of your personal data. However, please note that some personal information is required by resettlement countries to process your application and your decision to erase, destroy or anonymize your personal data may result in your application being closed as incomplete or disqualified,
- Request notification of the rectification, erasure, destruction, or anonymization to the third parties to whom personal data has been transferred,
- Object to any unfavorable consequences resulting from the processing of your personal data by fully automated systems,
- Request compensation for the damage arising from the unlawful processing of your personal data.

Any requests that you make in your application will be concluded free of charge within 30 days depending on the content of the request. However, if fulfilling the request creates an additional cost for ICMC, you may be asked to pay a fee.

You can deliver your application that contains your identity information and the explanation about which right you wish to exercise from the list of rights indicated above in the section entitled “Your Rights” with your signature to [data.privacy@icmc.net](mailto:data.privacy@icmc.net) or you may deliver it in person to:

ICMC  
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Pierre Gemayel Blvd  
Beirut, Lebanon