

Albanian-American Development Foundation (hereinafter referred to as "AADF" "us" "we" or "our") is committed to respecting your privacy and to complying with all applicable data protection and privacy laws.

This Privacy Notice for Processing of Personal Data in the Context of AADF's Procurement Procedures ("Privacy Notice") aims at informing you of how AADF will collect, use and share your personal data for the purposes of assessing tender submissions, awarding and monitoring the implementation of contracts ("Personal Data").

1. WHAT DATA WE COLLECT AND PROCESS?

The categories of Personal Data being collected (dependent on the procurement) will include:

- Identification data: name, surname, passport number, ID number, date of birth;
- Contact details: address, telephone number and e-mail address;
- Function;
- Information from commercial register excerpt;
- Information from payroll on salaries, social security contributions and taxes paid, certificates on professional misconduct (if any), criminal records, insurances, licenses;
- Financial data such as bank account details, tax number;
- Information for the evaluation of the bid or business proposal: expertise, technical skills, educational background, professional experience, including details from current and past employment, previous works and publications, as well as previous contracts evidencing bidders' experience;
- Information in the context of monitoring the implementation of contracts, such as timesheets, performance evaluation certificates and/or recommendation letters from third parties;
- Exceptionally, other information gathered from other documents that may be necessary for the purpose herein specified;
- Other non-required information that may be provided by the candidate, bidder or the contractor, its staff or sub-contractors.

2. HOW WILL WE USE YOUR PERSONAL DATA?

The Personal Data will be used by AADF to evaluate the proposals received during the procurement process and award the contract to the best candidate as per AADF procurement procedures, as well as monitoring of the contract implementation. In case your bid/proposal is unsuccessful, your Personal Data may be used by AADF for future tender/engagement opportunities, only if you have specifically given your consent for your consideration in such opportunities.

We will not store or process any personal data we do not need to fulfill the above purposes. However, if we consider that it is necessary and reasonable to use the Personal Data for another purpose, we will notify you and explain the legal basis which allows us to do so.

You are under no statutory or contractual obligation to provide data during the procurement processes. However, if you choose not to provide all the data that is requested by us on our request for bids/proposals, please note that our ability to consider you as a candidate may be limited.

3. HOW WILL WE STORE YOUR PERSONAL DATA?

Personal Data is stored both in electronic and hardcopy format as follows:

- Electronic data is stored in AADF servers and archive;
- Hardcopies of the tenders, signed evaluation reports, award decisions, contracts and other procurement related documents are kept in AADF physical archive.

4. WHAT ARE OUR OBLIGATIONS IN RELATION TO HOW WE PROCESS THE PERSONAL DATA?

When processing any of the Personal Data, we ensure such data is:

- Collected only for the purposes provided above;
- Used lawfully, fairly and in a transparent way;
- Kept securely.

5. YOUR LEGAL RIGHTS

You have the right to access, verify your Personal Data and the right to correct your inaccurate, or incomplete Personal Data taking into account the purpose of the processing. Under certain conditions, you have the right to ask the erasure of your Personal Data or restrict their use as well as to object at any time to the processing of your Personal Data on grounds relating to your particular situation. Special attention is drawn to the consequences of a request for erasure, as this may lead to an alteration of the terms of the tender and lead to rejection.

For more information on your legal rights, you may read our Privacy Policy at our Website.

6. WHO HAS ACCESS TO PERSONAL DATA AND TO WHOM IS DISCLOSED?

For the abovementioned purposes, access to Personal Data may be given to the following persons:

- Assigned AADF staff, representatives of key stakeholders involved in the procurement process and/or contract to be awarded, consultants/experts engaged by AADF for the evaluation of the offer;
- Assigned AADF staff in charge of internal audit controls, legal and financial matters, monitoring and evaluation;
- Assigned AADF staff in charge of monitoring the implementation of the contract;
- Assigned staff from institutions in charge of external audit control and external legal counsel;
- Assigned staff from external audit companies;
- Assigned staff from institutions or bodies in charge of monitoring, audit or inspection of AADF activity, such as Albanian-American Enterprise Fund, the USAID Inspector General and the Comptroller General of the United States, or their duly authorized representatives;
- Rarely, we may share your Personal Data with third parties in case the evaluation process will be conducted by a specialized company.

In case of disclosing Personal Data to the above third parties, AADF will enter into a prior agreement with such third parties for delegation of personal data processing, ensuring compliance of the third party with the legal obligations as a data processor and/or request from the third party the signing of a confidentiality statement, as the case may be.

7. HOW LONG WILL WE KEEP YOUR PERSONAL DATA?

We will retain your Personal Data for as long as is necessary to fulfil the purposes for which it was collected, by AADF document and data retention policy.

8. CONTACT US

If you have questions about this Privacy Notice, please e-mail us at privacy@aadf.org or write to us at the address: Ibrahim Rugova Street, Building no. 42, Entrance 7, Apartment 60, Tirana, Albania.

I, the undersigned, _____, in the capacity of the legal representative of _____, herein acknowledge and agree to have read and understood the above Privacy Notice. In relation thereto, by signing this Consent Form, I grant my consent for the processing of the Personal Data collected in accordance with this Privacy Notice.

Signature _____

Date _____

Tender # _____

Tender Date: _____

Declaration of Consent for Future Opportunities

Applicant: _____

(OPTIONAL)

I, the undersigned,

Name:

ID number:

in the capacity of the legal representative of _____, herein agree that if my bid/proposal is unsuccessful, AADF may retain my personal data at its database after the end of the relevant procurement process, for consideration for future tender/engagement opportunities.

Signature _____

Date _____

Tender # _____

Tender Date: _____