Talent Pool and Candidate Data Policy

This policy governs the TIPCS talent pool (the CV register): what we collect, why, who sees it, how long we keep it and how you can withdraw or erase it.

TIPCS-POL-DRAFT-08 · Draft 1.0 for Board ratification, 8 Nov 2026 (not yet ratified; not legally reviewed)

1. Purpose and scope

TIPCS keeps a talent pool, also called the CV register, so that adults who match no open call today can be considered when a suitable post or short assignment arises. This policy applies to everyone whose profile or CV is held in the pool, and to everyone at TIPCS who handles it.

Entry in the pool is not an application for a specific post, not a recruitment decision and not a promise of a job.

2. Definitions

- Talent pool or CV register: the set of profiles and CVs of people who registered spontaneously.
- Candidate data: any personal information in a profile, CV or related exchange.
- Consent: a free, specific and informed agreement to hold and use the data for the purposes below.
- INPDP: the Instance nationale de protection des données personnelles.
- Reviewer: a TIPCS staff member authorised to open pool records.

3. Principles

- Consent first: nothing enters the pool without the person’s own clear action, through a TIPCS account.
- Purpose limitation: data is used only to consider the person for TIPCS posts, assignments and calls.
- Minimisation: we ask only for what is needed to judge fit, and no sensitive data is requested.
- Human decision: no automated system accepts or rejects anyone.
- Adults only: only persons aged 18 or over may register.
- Honesty: registration promises no job, visa, admission or qualification.

4. Rules and procedure

The Board supervises this policy; the executive administration manages the pool and signs related agreements. Any spending linked to the pool, such as a secure storage service, needs three different signatures.

Step	Rule	Who
Registration	The person creates or opens a TIPCS account, completes the profile, adds a CV and gives consent in the form.	Candidate
Acknowledgement	The person receives confirmation of registration and a reminder of the rights below.	Executive administration

Step	Rule	Who
Use	When a need arises, two reviewers check the pool against the published requirements. A matching person may be invited to apply or to a short exchange, and then follows the recruitment policy.	Reviewers
Update or withdrawal	The person may update, withdraw or ask for erasure at any time from the account or at Contact@tipcs.org.	Candidate; executive administration
Erasure	On request, data is erased or irreversibly anonymised without undue delay and the person is told when this is done.	Executive administration
Retention	[period to be fixed by the Board after the INPDP declaration]. Records are reviewed and cleared at that interval.	Board sets; executive administration applies

5. Roles and responsibilities

- The Board approves the retention period and receives a yearly note on how the pool was used.
- The executive administration is responsible for the register, for access rights and for answering requests.
- Reviewers open records only when a real need exists, record the reason in the access-controlled system and keep content confidential.
- A person may be asked to confirm that the profile is still current.

6. Rights and obligations of the person concerned

The person may ask to see the data held, correct it, object to its use, withdraw consent and ask for erasure. Withdrawal does not affect any application the person has made to a specific call, which follows the recruitment policy. The person must give accurate information and must not upload data about third parties without their consent, other than referee contact details they have agreed to provide.

7. Legal framework

- Organic Law 2004-63 of 27 July 2004 on personal data: consent, purpose, retention, rights of access and objection, declaration to the INPDP and transfers abroad.
- Constitution of 27 January 2014: protection of private life and personal data.
- Loi n° 2000-83 du 9 août 2000 on electronic exchanges: electronic consent and records.
- Loi organique n° 2016-22 du 24 mars 2016 on access to information: the limits of any request concerning personal data held by TIPCS.
- Organic Law 2018-50 of 23 October 2018 on racial discrimination: pool data is never used to discriminate.

8. Data protection and security

The TIPCS declaration to the INPDP is in progress; until it is completed, the pool is run with minimum data and prudence. Data is kept in the access-controlled systems of TIPCS and is not sent by open email. Only authorised reviewers see it, and access is logged. At present no CV is analysed or ranked by artificial intelligence. There is no automated rejection. Data is not shared outside TIPCS without the person’s consent, except where the law requires it. Retention: [period to be fixed by the Board after the INPDP

declaration]. Any breach is reported at once to the executive administration, assessed, and notified as the law requires.

Controller: Tunisian Institute for Peace and Conflict Studies (TIPCS), registered office Avenue Mahmoud Bourguiba, Monastir 5000, Tunisia; contact Contact@tipcs.org. Under Organic Law 2004-63 you may ask to be informed about how your data is used, to access it, to have it corrected, to object to its processing and to have it deleted, within the limits of that law, by writing to Contact@tipcs.org. If you are not satisfied with our answer, you may complain to the National Authority for the Protection of Personal Data (INPDP), www.inpdp.nat.tn.

TIPCS does not request criminal-record or health data from candidates.

9. Safeguarding, non-discrimination and conflicts of interest

Pool data is used without discrimination on grounds of sex, origin, religion, belief, disability or social background. A reviewer with a family, financial or close personal link to a person in the pool declares it and does not review that record, as set out in the conflicts of interest policy. Data is never used for any purpose other than the one stated, including marketing.

10. Complaints and whistleblowing

A person who believes the pool data was misused may write to Contact@tipcs.org with the subject “CONFIDENTIAL – Concern”. Reports in good faith are protected under Law 2017-10. The person may also contact the INPDP, as the law allows.

11. Review and version control

The Board reviews this policy every year, and again once the INPDP declaration is complete. Each version carries a number and date, and earlier versions are archived.

> Applications start from a TIPCS account at www.tipcs.org. TIPCS does not promise a job, a diploma, a visa or admission anywhere. Adults only (18+). General information, not legal advice: check the current official texts before relying on it.