



**Privacy Notice – Job Applicant
for
Fondazzjoni Sebh**

1st August 2024

This privacy notice is compliant with the General Data Protection Regulation (EU) 2016/679 (GDPR) and any all-other applicable data protection related laws and regulations.

1. Introduction

- 1.1. As part of any recruitment-and-selection process, Fondazzjoni Sebh collects and processes personal data relating to job applicants. Fondazzjoni Sebh is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

- 1.2. This privacy notice is based on the following data protection principles:
 - The processing of personal data shall take place in a lawful, fair and transparent way;
 - The collection of personal data shall only be performed for specified, explicit and legitimate purposes and will not be further processed in a manner that is incompatible with those purposes;
 - The collection of personal data shall be adequate, relevant and limited to what is necessary in relation to the purpose for which they are processed;
 - The personal data shall be accurate and where necessary, kept up-to-date;
 - Every reasonable step shall be taken to ensure that personal data that is inaccurate is erased or rectified without delay;
 - Personal data shall be kept in a form which permits identification of the data subject for no longer than is necessary for the purpose for which the personal data are processed;
 - All personal data shall be kept confidential and stored in a manner that ensures appropriate security.

2. What information does the Fondazzjoni Sebh Human Resources Office collect?

- 2.1. The Fondazzjoni Sebh Human Resources Section collects information as detailed in this clause and clause 2.2 below, which information varies from one job applicant to another:
 - The job applicant's name and surname, I.D. card number/passport number, address and contact details, including email address, mobile phone number and telephone number;
 - Details of the job applicant's qualifications, skills, experience and employment history;
 - Copies of the job applicant's academic certificates;
 - Name and surname as well as the contact details of the job applicant's referees;
 - Reference letters;
 - Police conduct and/or Police Criminal Record;
 - Driving licence;
 - Immunisation records;
 - Payslips;
 - Whether or not the job applicant has a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
 - Information about the job applicant's entitlement to work in Malta, including his/her work permits;
 - Other information relevant to the role applied for and other information passed on during the recruitment process.

- 2.2. Fondazzjoni Sebh may collect this information in a variety of ways. For example, data might be contained in the job applicant's application forms, CVs or resumes, obtained from his/her passport or other identity documents, or collected through interviews or other forms of assessment.
- 2.3. Fondazzjoni Sebh may also collect personal data about the job applicant from third parties,. Fondazzjoni Sebh will seek information from third parties once the job applicant has been short-listed for an interview, or once a job offer to the job applicant has been made.
- 2.4. The information will be centrally stored within Central Office, however there will be instances whereby such information will be disseminated to other locations (e.g. interview packs prepared by the Human Resources Section and containing personal information about the job applicants passed to the Interview Board Members for their evaluation before the actual interviews take place).
- 2.5. As much as possible, Fondazzjoni Sebh will collect information on the job applicant from the correspondence sent by the job applicant himself/herself. However, Fondazzjoni Sebh reserves the right to search on social media, such as LinkedIn, based on its legitimate interest. Fondazzjoni Sebh will process this information for recruitment purposes only and in line with applicable law.

3. Why does Fondazzjoni Sebh process personal data?

- 3.1. Fondazzjoni Sebh needs to initiate and lead recruitment-and-selection processes *prior* to entering into a contract of employment. Eventually, Fondazzjoni Sebh will need to process this data to enter into a contract with the job applicant selected for the vacant post.
- 3.2. In some cases, Fondazzjoni Sebh needs to process data to ensure that it is complying with its legal obligations, such as submission to the Inland Revenue Department and Jobsplus.
- 3.3. Fondazzjoni Sebh has a legitimate interest in processing personal data during the recruitment-and-selection process and for keeping records of the process. Processing data from job applicants allows Fondazzjoni Sebh to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. Fondazzjoni Sebh may also need to process data from job applicants in the exercise and defence of legal claims.
- 3.4. Fondazzjoni Sebh may process special categories of data, such as details of the job applicant's disability in order to make reasonable adjustments for candidates if necessary, and immunisation records.
- 3.5. Fondazzjoni Sebh processes such information to carry out its obligations and exercise specific rights in relation to employment, such as those in relation to Jobsplus, Inland Revenue Department, Social Security Department, private banks and private medical companies.

4. Who has access to the job applicant's data?

- 4.1. The job applicant's information may be shared internally and externally for the purposes of the recruitment-and-selection process. Such information will only be disclosed to

members of staff of the Human Resources Section, interviewers, managers in the respective areas and external recruiters (if they supplied Fondazzjoni Sebh with the job applicant's information in the first place).

- 4.2. Fondazzjoni Sebh will not share the job applicant's data with any third parties (unrelated to the recruitment-and-selection process), unless the job applicant provides Fondazzjoni Sebh with his/her explicit consent.

5. How does Fondazzjoni Sebh protect data?

- 5.1. Fondazzjoni Sebh takes the security of the job applicant's data seriously. Fondazzjoni Sebh has controls and internal policies in place to protect the job applicant's data against loss, misuse and unauthorised access, alteration, disclosure, or destruction. Moreover, all efforts are being taken to ensure the ongoing confidentiality, integrity, availability, and resilience of systems and services processing personal information.
- 5.2. If Fondazzjoni Sebh learns of a security systems breach, it will inform the job applicant of the occurrence of the breach in accordance with applicable law.

6. For how long does Fondazzjoni Sebh keep data?

- 6.1. Fondazzjoni Sebh may keep personal data of job applicants that have not been selected for a role for a minimum period of 6 months up to 1 year following the closure of the relevant recruitment process, depending on any contractual or legal obligations to which Fondazzjoni Sebh is subject to.
- 6.2. If the job applicant's job application is successful, the personal data gathered during the recruitment process will be automatically transferred to the job applicant's personal file stored by Fondazzjoni Sebh, and retained throughout the duration of his/her employment, and for 10 years from the termination of employment.

7. The Job Applicant's Rights

- 7.1. Fondazzjoni Sebh respects the job applicant's privacy rights and provides the latter with reasonable access to the personal data that he/she may have provided during the recruitment-and-selection process. As a data subject the job applicant has the following rights:
 - the right for information;
 - the right to access;
 - the right to rectification;
 - the right to erasure;
 - the right to restrict processing;
 - the right to object to processing;
 - the right to data portability;
 - the right to complain to a supervisory authority; and
 - the right to withdraw consent.
- 7.2. If the job applicant would like to exercise any of these rights such as accessing, amending or requesting deletion of any information about him/her, the latter shall contact Fondazzjoni

Sebh. Fondazzjoni Sebh will respond to these requests within a month, with the possibility to extend this period for particularly complex requests in accordance with applicable law.

- 7.3. If the job applicant believes that Fondazzjoni Sebh has not complied with his/her data protection rights, the job applicant can complain to the Malta Data Protection Commissioner.

8. What if the job applicant does not provide personal data?

- 8.1. The job applicant is under no statutory or contractual obligation to provide data to Fondazzjoni Sebh during the recruitment process. However, if the job applicant does not provide the information, Fondazzjoni Sebh may not be able to process his/her application properly or at all.

9. Data Protection Officer

- 9.1. The Archbishop's Curia Data Protection Officer ("DPO") is also Fondazzjoni Sebh's DPO and is responsible for matters relating to privacy and data protection. The DPO can be reached at the following address: dpo@maltadiocese.org

10. Changes to this Privacy Notice

- 10.1. This Privacy Notice may change from time to time. If Fondazzjoni Sebh changes this Privacy Notice in ways that affect how it uses the job applicant's personal information, Fondazzjoni Sebh will advise the job applicant of the choices he/she may have as a result of those changes. Fondazzjoni Sebh will also post an updated Privacy Notice on its website.