

Privacy Policy Recruitment

This policy lets you know how Lija Local Council (hereinafter referred to as “the Council”) collects and uses your personal information in connection with recruitment processes.

The Council collects, uses, shares or otherwise processes personal information that you provide to us when you apply for a vacancy, or that we may otherwise obtain or generate, which relates to you.

This statement explains the data we collect from you and its use.

1. What information do we gather about you and where do we obtain it from?

You may provide personal information to the Council. The Council may ask for certain data, including your CV, educational and employment background, contact information and preferences, and job qualifications. You also may choose to provide the Council with additional information, such as transcripts, employment references and related information. In addition, the Council may collect information from third parties, for example, in connection with a background or employment check and/or an employment reference.

Special Categories of Information. The Council does not request or require special categories of information concerning religion, health, sexual orientation, trade union membership, genetic data, biometric data (including fingerprint) or political affiliation in connection with recruiting. If you have a disability and would like the Council to consider any accommodation, you may provide that information during the recruiting process. We may ask for information such as race or ethnicity for the purpose of monitoring equal opportunity while information about your nationality may be needed in order to confirm whether we would need to apply for a residence permit in your respect; however, we do not otherwise require applicants to provide race or ethnicity information, and if you provide this information it will not be viewable in the hiring or selection process.

2. Use of your personal information

The information may be used to communicate with you, to manage the Council's recruiting and hiring processes, and for compliance with corporate governance and legal and regulatory requirements. If you are selected as a prospective employee, the information may be used in connection with employment and management purposes and will be subject to the Council's Employee Privacy Policy.

3. On what basis do we use your personal information?

We process your personal data as necessary in order to take steps at your request to assess your eligibility to be offered employment with the Council. Your provision of personal information in connection with recruiting is voluntary, and you determine the extent of information you provide to the Council, however, please note that if you decide not to provide information, it may affect our ability to consider you for employment.

There may be instances where we are legally obliged to process your personal information.

To the extent that information you provide contains details of your racial or ethnic origin; political opinions or beliefs; religious beliefs; membership in a trade union or political party; physical or

mental health or condition; sexual orientation; commission or alleged commission of an offence or related proceedings; job evaluations or educational records, trade union membership, genetic data, biometric data, **you expressly authorize the Council to handle such details as specified in this policy.**

4. Recipients and sharing of your personal information

Your personal information will be received by the Council's representatives and employees strictly as is necessary in connection with recruiting, employment, management and legal or regulatory requirements.

We may also share your personal information with any of the following:

- our professional advisors strictly as required for consultation purposes or for compliance with our legal obligations;
- regulators, governments and law enforcement authorities as and when this is required under applicable laws and regulations;
- courts, tribunals, arbitrators or other competent bodies who may have authority to request such personal information;

The Council requires that its service providers and such other third parties keep your personal information confidential and that they only use the personal information in furtherance of the specific purpose for which it was disclosed.

5. Transfers outside the European Union

No transfer of your personal information outside of Malta is envisaged.

6. How long will we keep your personal information?

The Council may retain your information to consider you for other job opportunities/for audit purposes for a period of not more than one year. You may ask us not to keep such information or to delete or rectify this information at any time. To the extent permitted or required by law, the Council may delete data at any time; accordingly, you should retain your own copy of any information you submit to us.

You may access and correct personal information you have submitted online through our website by sending an email to our Data Protection Officer at info@iurismalta.com.

7. Security

We use reasonable efforts to safeguard the integrity, availability and confidentiality of all personal data that we process relating to you and regularly review and enhance our technical, physical and managerial procedures so as to ensure that your personal data is protected from, unauthorised access, improper use or disclosure, unauthorised modification and unlawful destruction or accidental loss.

To this end we have implemented security policies, rules and technical measures to protect the personal data that we have under our control. All our employees and data processors, who have

access to and are associated with the processing of personal data, are further obliged to respect the confidentiality of our data subjects.

8. Your Rights

You have the right to:

- Withdraw your consent when your personal data is processed on the basis of your consent. The withdrawal of your consent shall not affect the lawfulness of processing before the withdrawal of your consent.
- Ask the Council about the processing of your personal information, including to be provided with a copy of your personal information held by it;
- to request the correction and/or deletion of your personal information, or restrict or object to the processing of your personal information;
- to request to obtain and reuse your personal information for your own purposes across different services; and
- to complain to a competent supervisory authority, or to a court of law, if your data protection rights are violated or you have suffered as a result of unlawful processing of your personal information.

If you would like access to the information that we hold about you, if any of the information that we hold about you is inaccurate or out of date, or if you wish to withdraw your consent to the processing of your data or to restrict or object to us processing it, please let us know by getting in touch via one of the methods set out under the header "*Contact Us*" below.

If you object to our processing of your personal information, we will respect such requests in accordance with our legal obligations. Your objection may mean that we may not be able to perform the actions necessary to achieve the purposes set out above.

The Council may be required or entitled to retain your information to comply with legal and regulatory obligations and to protect and exercise our legal rights.

9. Your Responsibilities.

You are responsible for the information you provide or make available to the Council and you must ensure it is honest, truthful, accurate and not misleading in any way. Further, if you provide any information concerning any other person, such as individuals you provide as references, you are responsible for providing any notices and obtaining any consents necessary for the Council to collect and use that information as described in this policy.

Changes to this Privacy Policy

Any changes to this Privacy Policy will be posted on this page so that you are always aware of the information that we collect, how we use it, and under what circumstances we disclose it. This Privacy Policy was last updated on the 1st August 2019.

Data Controller

Lija Local Council is the controller of your personal information. The contact person for data protection related matters is the Data Protection Officer.

Contact Us

Should you have any questions, comments and requests regarding the processing of your data you may contact us through any of the following methods:

By email: info@iurismalta.com

By mail: Lija Local Council
27, Triq Robert Mifsud Bonnici
Lija, LJA 1403