



**Privacy Notice – Job Applicant  
for the  
Archbishop’s Curia**

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ARCHDIOCESE  
OF MALTA

This privacy notice is compliant with the Archdiocese's General Decree on the Protection of Data (Church Internal Rules) (GDPD), the General Data Protection Regulation (EU) 2016/679 (GDPR), and any legislation and/or binding regulations implementing and pursuant to them.

## 1. Introduction

- 1.1. As part of any recruitment-and-selection process, the Archbishop's Curia<sup>1</sup> through its Human Resources Unit, collects and processes personal data relating to job applicants. The Entity 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 Human Resources Unit of the Entity collect?

- 2.1. The Archbishop's Curia 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;
  - Police conduct and/or Police Criminal Record;
  - 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.

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<sup>1</sup> Referred to hereinafter as the Entity.

- 2.2. The Archbishop's Curia 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. The Archbishop's Curia may also collect personal data about the job applicant from third parties, such as references supplied by former employers. The Archbishop's Curia 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 in the Human Resources Unit, however there will be instances whereby such information will be disseminated to other locations (e.g. interview packs prepared by the Human Resources Unit 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, the Archbishop's Curia will collect information on the job applicant from the correspondence sent by the job applicant himself/herself. However, the Entity reserves the right to search on social media, such as LinkedIn, based on its legitimate interest. The Entity will process this information for recruitment purposes only and in line with the GDPR. When such personal data is retrieved from social media, the job applicant will be informed at the moment of the first contact and in any case, at the latest within one (1) month. Even though this is based on legitimate interest, once the job applicant becomes aware that the Entity has carried research on him/her using social media, he/she has the right to object if any specific data not provided by himself/herself is retained by the Entity.

### **3. Why does the Archbishop's Curia process personal data?**

- 3.1. The Archbishop's Curia needs to initiate and lead recruitment-and-selection processes *prior* to entering into a contract of employment. Eventually, the Archbishop's Curia 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, the Archbishop's Curia 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. The Archbishop's Curia 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 the Archbishop's Curia to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Archbishop's Curia may also need to process data from job applicants in the exercise and defence of legal claims.
- 3.4. The Archbishop's Curia 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.
- 3.5. The Archbishop's Curia 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 Unit, interviewers, managers in the respective areas and external recruiters (if they supplied the Archbishop's Curia with the job applicant's information in the first place).
- 4.2. The Archbishop's Curia will not share the job applicant's data with any third parties (unrelated to the recruitment-and-selection process), unless the job applicant provides the Archbishop's Curia with his/her explicit consent.

## **5. How does the Archbishop's Curia protect data?**

- 5.1. The Archbishop's Curia takes the security of the job applicant's data seriously. The Archbishop's Curia 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 the Archbishop's Curia 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 the Archbishop's Curia keep data?**

- 6.1. The Archbishop's Curia keeps personal data 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 the Archbishop's Curia 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 the Human Resources Unit, and retained throughout the duration of his/her employment.
- 6.3. For further details regarding clauses 6.1 and 6.2 above, refer to the Procedure on Recruitment-and-Selection and the Retention-and-Archiving Policy of the Archbishop's Curia.

## **7. The Job Applicant's Rights**

- 7.1. The Archbishop's Curia 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 the Archdiocese of Malta. The Archbishop's Curia 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 the Entity has not complied with his/her data protection rights, the job applicant can complain to the Lead Supervisory Authority's 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 the Archbishop's Curia during the recruitment process. However, if the job applicant does not provide the information, the Archbishop's Curia may not be able to process his/her application properly or at all.

## **9. Other**

9.1. A short disclaimer will be sent electronically to the job applicant upon acknowledgment of his/her application as detailed in clause 7.3 of the Procedure on Recruitment-and-Selection of the Archbishop's Curia.

## **10. Data Protection Officer**

10.1. The Archbishop's Curia has a Data Protection Officer ("DPO") who is responsible for matters relating to privacy and data protection. The Archbishop's Curia's DPO can be reached at the following address: [dpo@maltadiocese.org](mailto:dpo@maltadiocese.org)

## **11. Changes to this Privacy Notice**

11.1. This Privacy Notice may change from time to time. If the Archbishop's Curia changes this Privacy Notice in ways that affect how it uses the job applicant's personal information, the Archbishop's Curia will advise the job applicant of the choices he/she may have as a result of those changes. The Archbishop's Curia will also post a notice that this Privacy Notice has changed, to this page.