

# **JOB APPLICANTS PRIVACY POLICY**

V. 1 November 2021

**42 Telecom Ltd.**

 **fortytwo**

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## **PURPOSE OF THIS PRIVACY POLICY**

This Privacy Policy explains how 42 Telecom Limited (“Fortytwo”) duly incorporated under the Laws of Malta with company registration number C50141 collects and process job applicants’ (hereafter referred to as “your” and/or “you”) personal data when submitting a job application for an open role within the Company. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. If you do not agree to this privacy policy, please refrain from submitting any information or let us know your concerns.

We are committed to being transparent and to safeguarding all our applicants’ personal data in compliance with the applicable Data Protection and Privacy Laws, including the General Data Protection Regulation (GDPR), (EU 2016/679).

This Privacy Policy applies to all recruitment activities of Fortytwo, hereafter referred to as the “Company”, “we”, and/or “us”.

## **DATA COLLECTION AND PROTECTION**

During the recruitment process, we may collect your personal data through various methods including application forms, CVs, social media platforms, recruitment agencies, interviews and/or other forms of assessment.

We may collect and store your personal data including name, surname, email address, contact number, any other data listed on your CV, covering letter, date and time of the interview, referees’ details (in the case for referrals), desired salary, employment history, entitlement to work in Malta, and tests and results taken during the recruitment and selection process, relating to a job application.

We may also collect information about your past working experiences from third parties such as references supplied by former employers. The job applicant will be informed before a former employer is contacted by us, to provide a consent for such.

To protect your personal data, all information collected will be stored in an IT system selected by us. All efforts are taken to ensure the ongoing confidentiality, integrity, and resilience of such IT systems. We take the security of personal data seriously. We have internal policies to ensure that no data is lost or misused, and it is only accessed by those directly involved in the recruitment process.

Unfortunately, the transmission of information via the internet is not completely secure. Although We will do our best to protect your personal data, we cannot guarantee the security of your data

transmitted through any online means, therefore any transmission remains at your own risk.

Should there be a breach, we will inform you, if necessary, in accordance with the Applicable Laws.

We will not use your personal data for any other purpose besides as mentioned in this Privacy Policy, including for the recruitment and selection process.

## **DATA PROCESSING**

We process our applicant's personal data to assess suitability for the role applied for and to eventually enter into a contract of employment.

During the recruitment and selection process, we have a legitimate interest in processing personal data and keeping records as necessary for the defence of legal claims.

Should you fail to submit personal data that is required for the recruitment and selection process, we may not be able to continue the process and may need to reject the application based on insufficient information provided to assess the application.

We use information held about you in the following ways:

- To consider your application in respect of a role for which you have applied.
- To consider your application in respect of other similar roles.
- To communicate with you in respect of the recruitment process.
- To enhance any information that we receive from you with information obtained from third party data providers.
- To find appropriate candidates to fill our job openings.
- If applicable, to ensure terms with our recruiters are honoured.
- If applicable, legal obligations, if necessary for specific jurisdiction.

We do not make any use of automated individual decision-making, including profiling, in our recruitment process.

## **DATA RETENTION**

We encourage applicants not to disclose unnecessary information that is not relevant for the recruitment and selection process.

In case your application is successful, relevant personal data gathered during the recruitment process will be shared with the Legal Team to issue the required documentation to engage

you as an employee. The personal details will also be shared with the Human Resources Team and stored in a file both electronic and paper-based during your employment with the Company. Upon termination of employment, your data shall be retained as prescribed by the Applicable Law.

Should the application for employment be unsuccessful, we will keep your application until the selected candidate completes the probationary period, which is in most cases six (6) months from the commencement date, unless it came through a recruitment agency.

In the event that your application came through a recruitment agency, we shall retain your CV and other information provided by the recruiters, for the duration as stipulated in the contractual agreement between us and the recruiter.

In the event that you have sent your CV without specific application for a position (open end application), your personal data will be kept for a period of one (1) year.

## **DATA PROTECTION PRINCIPLES**

- The privacy policy is based on the following 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 for relation to the purpose for which they are processed.
- The personal data shall be accurate and where necessary, kept up to date. Let us know of any changes there might be applicable in relation to your personal data.
- Every reasonable step shall be taken to ensure that personal data that is inaccurate, having regard to the purposes for which it is processed, is erased or rectified without delay.
- Personal data shall be kept in a form that permits identification of the data subject for no longer than it is necessary for the purpose for which the personal data is processed.
- All personal data shall be kept confidential and stored in a manner that ensures appropriate security.

## **YOUR RIGHTS**

As a data subject, you may exercise the right for information, access, rectification, and erasure. You have the right to withdraw your consent if any processing is done based on such, and in certain instances you have the right to restrict processing or to object to processing, and to data portability of your personal data.

To exercise any of the above-mentioned rights, please contact our Data Protection Officer by sending an email to [privacy@fortytwo.com](mailto:privacy@fortytwo.com).

Should you feel we are not helpful with regards to your complaint you may also submit a complaint with the supervisory authority <https://idpc.org.mt/>.

## **CHANGES TO THIS PRIVACY POLICY**

The Privacy Policy may change from time to time. Should the changes made affect your personal information, we will advise you and provide you with the options you may have as a result of those changes. Any changes made to this Privacy Policy will be updated on our website accordingly.

## **GOVERNING LAW**

This privacy policy is governed by and construed in accordance with the laws of the Republic of Malta.



 **fortytwo**