



# Recruitment Privacy Regulation

25/09/2024

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Document owner and approver(s)	
<b>Owner</b>	The International Institute for Justice and the Rule of Law (IIJ)
<b>Approver(s)</b>	Mr. Steven Hill (Data Controller) Mr. Reinhard Uhrig (Acting Data Controller)

This Privacy Regulation lets you know how the International Institute for Justice and the Rule of Law (hereinafter referred to as “the IIJ”) collects and uses your personal information in connection with recruitment processes.

The IIJ 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 IIJ. The IIJ may ask for certain data, including your CV, educational and employment background, contact information, and job qualifications. We may ask for information about your nationality or place of residence in order to confirm whether we would need to apply for a residence permit in your respect or to consider relocation factors. You also may choose to provide the IIJ with additional information in your covering letter. You may be asked to provide employment references in the event that you are shortlisted following

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the initial interview stage. The IJ may also collect information from third parties, for example, an employment reference or recruitment agency.

**Special Categories of Information.** The IJ 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 IJ to consider any accommodation, you may provide that information during the recruiting process.

We make use of recorded interviews using interviewing platforms as part of our recruitment process. Your submission of such recorded interview will be subject to the Privacy Notice of the respective interviewing platform.

## **2. Use of your personal information**

The information may be used to communicate with you, to manage the IJ'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 IJ's Employee Privacy Regulation.

## **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 IJ. Your provision of personal information in connection with recruiting is voluntary, and you determine the extent of information you provide to the IJ, 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.

## **4. Recipients and sharing of your personal information**

Your personal information will be received by the IJ'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;

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- the Ministry of Foreign Affairs or any other competent authority to verify any VISA requirements;
- recruitment agencies, strictly as is necessary to comply with any contractual obligations, in the event that you have been referred to the IJ by any such recruitment agency;
- 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 IJ 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 IJ may retain your information for six months for audit purposes or to consider you for other job opportunities in case a similar vacancy may arise within that time period. You may ask us not to keep such information or to delete or rectify this information at any time..

## 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:

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- 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 IJ 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 IJ 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 IJ 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 IJ to collect and use that information as described in this policy.

### Data Controller

The International Institute of Justice and the Rule of Law is the controller of your personal information.

### Contact Us

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

**Data Protection Officer:**

By email: [info@theij.org](mailto:info@theij.org)

Mobile: +356 99081949

Landline: +356 21226147

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