

Information collected about employees and job applicants for administration purposes

This appendix is intended to let you know how and why we use information collected about employees and job applicants. Please read this notice carefully. We may update this notice from time to time.

1. Who we are

Information on Hospice Malta can be obtained from: <https://hospicemalta.org/about/>

2. What data do we collect about you?

We collect personal data about you for employment purposes, with the aim of meeting the regulatory and contractual obligations to enable us to carry out our duties as an employer. The personal data we collect may include one or more of the following:

- Your name; Home address; Contact number(s); E-mail address; Bank details; Emergency contact details; Date of birth; Gender; National Insurance number; Nationality; Copies of qualifications and professional registration numbers; Pre – employment references; Records of your correspondence with us; Any information you choose to share with us; Information you may send to us (such as CV)

3. How we use the data we collect about you?

We use your personal data to:

- process job enquiries and expressions of interest
- complete our recruitment process
- process the details of your contract of employment and keep a record of employment related matters
- deliver our services as an employer
- for our own internal administrative purposes
- for statistical purposes appropriate to our services
- comply with relevant laws and regulations.

We only provide authorised parties (for example National Insurance Office, Jobs Plus etc.) with the data they need to deliver relevant services. We will always keep your data secure and confidential. However, disclosure may be required by law, for example to government bodies and law enforcement agencies.

4. How we protect and keep your data?

We have security procedures and technical measures to protect your data. Your data will be kept in a secure environment with access restricted on a need to know basis. We don't keep your data for longer than is necessary (as noted in the document above). Hospice Malta has appointed a Data Protection Officer who is responsible for all matters concerning data and its securities.

5. How do you update your personal data?

We want to make sure that your personal data is accurate and up to date. Please let us know if your details change.

To let us know of any changes please contact Hospice Malta using the following contact details:

Hospice Malta, St. Michael Hospice, Triq Adelaide Cini, Santa Venera
Email: info@hospicemalta.org Tel: 21440085

6. What rights do I have over my personal data?

Under the General Data Protection Regulation, you have the right to:

- Request in writing for a copy of your personal data which we hold about you
- Request in writing to amend any personal data if it is found to be inaccurate
- Request in writing so that personal data is erased
- withdraw consent to the processing of your information at any time
- withdraw consent for sharing information with third party
- tell us that you do not wish any details to be discussed with your Patient Representatives/next of kin

To do any of the above, please contact Hospice Malta using the following contact details:

The Data Protection Officer
Hospice Malta, St. Michael Hospice, Triq Adelaide Cini, Santa Venera
Email: info@hospicemalta.org
Tel: 21440085