

Privacy Notice – Deloitte Talent Community

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1. What is the purpose of this document?

Whilst thanking you for your interest in exploring future career opportunities with Deloitte Malta, please rest assured that Deloitte Malta is committed to protect your privacy and processing your data in a clear and transparent manner.

This Privacy Notice for prospective candidates describes the processing of your personal data as part of our recruitment activities, in accordance with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), the Data Protection Act, Chapter 586 of Laws of Malta, and all other applicable data protection legislation.

This notice provides evidence of the personal data collected by the Data Controller, the purposes of the processing of said personal data, and also indicates your rights in relation to the data processed. Further information on who to contact or how to send requests may be located below.

2. What is the identity and contact details of the Data Controller?

The Data Controller is [Deloitte Malta](#) based in Deloitte Place, Triq l-Intornjatur, Zone 3, Central Business District, Birkirkara, CBD 3050, Malta (hereinafter referred to as “Data Controller” or “we” or “us”). Each entity of Deloitte Malta may be considered as a Joint Controller as per the General Data Protection Regulation in relation to the data processed as described within this Privacy Notice.

3. What are the contact details of the Data Protection Officer?

The Data Protection Officer can be contacted at the following e-mail address:
dataprotectionofficer@deloitte.com.mt.

4. Which data do we collect about you and for which purposes?

We process personal data provided directly from you, by filling in the registration form, when you join the Deloitte Talent Community. The personal data we process may be categorised as follows:

- Identification data (such as name, surname);
- Contact information (such as telephone number, email address);
- Professional Data (such as data relating to your education, qualifications, work experience, etc.) that you provide to us when you sign up for the Deloitte Talent Community;

Your data are processed specifically for us to assess your suitability for any other current or future roles at Deloitte Malta, to inform you of any new job opportunities and Deloitte new, events and any initiatives related to our recruitment process, as well as build a relationship with you and learn more about your career interests and aspirations.

We do not carry out any automated decision-making processes, including profiling, that produce legal effects concerning you or significantly affecting you.

4.1 Referred Candidate

If you are providing personal information about an individual other than yourself (such as a referred candidate), you must obtain the consent of the individual before submitting any of their personal information.

5. What is the legal basis on which we process your personal data?

The legal basis on which we are basing the processing of your personal data is your consent that you are providing us with through Deloitte Talent Community's registration form (article 6 par. 1a GDPR). You may revoke your consent at any time. The withdrawal of your consent shall not affect the lawfulness of processing based on your consent before its withdrawal.

It is important to note that the provision of your consent in the context of Deloitte Talent Community is optional, and therefore, any refusal to provide such consent will not prejudice the candidate application process in any way.

6. Who has access to your personal data and to whom is it disclosed?

Your personal data will not be published, exposed, or made available and / or consulted by indeterminate subjects.

In connection with one or more of the purposes set out in the paragraph 4, we may disclose information about you to:

- Companies belonging to the Deloitte Network;
- Third parties delegated and/or appointed by us for the performance of activities or part of the activities related to the provision of the services.
- Competent authorities (including courts), for the performance of their institutional functions within the limits established by laws or regulations;

7. Are your data transferred abroad?

If necessary for the purposes stated above, the data collected may be transmitted or made accessible to other companies in the Deloitte Network, to entities that provide services to us and/or the Deloitte Network (e.g., vendors, suppliers), to competent authorities (e.g., courts, tax authorities, regulatory authorities) including those based in other countries, which may include countries outside the European Economic Area (EEA). Third parties to whom your personal data are transferred, are bound by specific agreement and are required to keep your data securely.

In such cases, we guarantee that the transfer will take place in accordance with the provisions of Chapter V of the GDPR through the adoption of appropriate safeguards that ensure a level of data protection in accordance with the obligations to which it is legally bound, such as, Standard Contractual Clauses, Binding Corporate Rules, other applicable legal basis or based on a statutory exemption (e.g. if you have given your consent to the transfer, if the transfer is directly connected with the conclusion or performance of a contract with you or if the transfer is necessary for the establishment, exercise or enforcement of legal claims before a foreign authority).

If you have any questions about this, please contact us at dataprotectionofficer@deloitte.com.mt.

8. What is the data retention period, or if not possible, the criteria used to determine it?

Your personal data will be stored until you decide to revoke your consent. In any case, the retention of your personal data will not surpass a period of three (3) years. Once the three (3) year terms has elapsed, your personal data will automatically be deleted or converted into an anonymous form in an irreversible manner.

The above-mentioned data retention period may, however, be affected by other legal requirements which may extend minimum data retention requirements. Additionally, one general consideration when determining data retention periods (including archiving periods) is the possibility that this data may be needed to pursue or defend legal claims.

9. How do we protect and safeguard your personal data?

We will process your data with the utmost care and respect.

Your personal data are processed with the aid of electronic tools, ensuring the use of appropriate measures for the security of the processed data and guaranteeing their confidentiality, in accordance with the principles applicable to the processing of personal data pursuant to Article 5 of the GDPR, such as lawfulness, fairness and transparency, purpose limitation, data minimisation, accuracy, storage limitation, integrity and confidentiality. These measures can include:

- The training and updating activities of its staff ensuring that they are informed about privacy obligations if they have access to and process personal data;
- Administrative and technical controls in order to limit access only to personal data that need to be known in relation to the purposes of the processing;
- Technical security measures (e.g., firewalls, cryptography, antivirus software);
- Physical security measures.

In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions, and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any possible data breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so. Third parties will only process your personal data where they have agreed to treat the data confidentially and to keep it secure in compliance with the applicable law.

10. What are your rights and how can you exercise them?

In relation to the processing of your personal data, you have specific rights in accordance with Articles 12 – 22 of the GDPR:

- **Access:** you can ask for confirmation as to whether or not a certain processing of data concerning you is in place, as well as further clarifications about the information referred to in this privacy notice;
- **Rectification:** you can ask to rectify or supplement the data you have provided to us, if inaccurate;
- **Erasure:** you can request that your data be deleted, if they are no longer necessary for our purposes, in case of withdrawal of consent or your opposition to the processing, in case of unlawful processing, or there is a legal obligation to erase them;
- **Restriction:** you can request that your data be processed only for the purpose of storage, with the exclusion of other processing activities, for the period necessary for the correction of your data, in case of unlawful processing for which you oppose the cancellation, if you have to exercise your rights in court and the data

stored by us may be useful to you and, finally, in the event of opposition to the processing and a review is in progress on the prevalence of our legitimate reasons over yours;

- **Object:** you can object at any time to the processing of your data, unless there are our legitimate reasons to proceed with the processing that prevail over yours, for example for the exercise or our defence in court;
- **Withdrawal:** you may revoke your consent at any time, in all cases where consent is the legal basis for processing. Withdrawal of consent does not affect the lawfulness of processing based on consent prior to its withdrawal.
- **Portability:** you can ask to receive your data, or to have them transmitted to another Data Controller indicated by you, in a structured format, commonly used and readable by automatic device.

Processing activities are carefully evaluated to ensure a fair balance between your rights, which are assessed on a case-by-case basis (e.g., by considering the respective legal basis in each case and the purposes of the processing) and our interests. To exercise these rights, you can write to the Data Protection Officer by sending an e-mail to dataprotectionofficer@deloitte.com.mt.

The time limit for Deloitte Malta to address your request is one (1) month, which may be extended up to two (2) further months in cases of particular complexity.

We also inform you that you have the right to lodge a complaint with the Office of the Information and Data Protection Commissioner (IDPC), by following the instructions found on the IDPC's [website](#).

11. Changes to this Privacy Notice

We may modify or amend this Privacy Notice from time to time at our discretion. When we make changes to this notice, we will amend the revision date at the top of this page, and such modified or amended Privacy Notice will be effective from that revision date. We therefore invite you to regularly consult our Privacy Policy in order to stay up to date with any changes made since your last consultation.

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