

RECRUITMENT PRIVACY NOTICE

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Recruitment Privacy Notice

This Recruitment Privacy Notice explains how Antes Insurance Brokers Limited (“Antes”/“the Company”), acting as a data controller, collects, processes, and protects candidate personal data for recruitment purposes. Antes is a wholly owned subsidiary of Argus Group Holdings (Europe) Limited, a company incorporated in Gibraltar, forming part of Argus Group.

PURPOSES OF PROCESSING

Any personal data requested from candidates will be used for recruitment purposes only and will be treated in strict confidence, in accordance with applicable legal requirements, particularly, Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016 (“GDPR”), and the Data Protection Act (Chapter 586 of the Laws of Malta). Antes will only process relevant personal data in order to consider a candidate’s suitability or otherwise for employment, and whether or not an offer of employment is to be made to the candidate. Should Antes determine that the processing of sensitive personal data is necessary for the selection process, Antes will request the candidate’s explicit consent. As part of the recruitment process, Antes may process personal data which have been obtained from publicly available sources, including social media, public professional profiles, and search engine results.

SHARING OF PERSONAL DATA

Antes restricts access to the candidates’ personal data to designated personnel within Antes and Argus Group, and interviewing panel who will be involved in the recruitment process. Personal data will only be disclosed to third parties if necessary and once an offer of employment is made to and accepted by the candidate. Whenever Antes makes use of recruitment agencies, Antes will ensure that appropriate data protection arrangements are in place, where applicable.

RETENTION OF RECRUITMENT RECORDS

Antes has a legitimate interest in processing and retaining candidate personal data during the whole recruitment process in order to manage and facilitate the selection process. Records shall include personal details, CVs, reference letters, and correspondence between Antes and the candidates. Antes will retain physical and electronic records of unsuccessful candidates for a period of not less than six (6) months from the end of the recruitment process, however, for no longer than is necessary for the purposes for which the personal data is processed.

RIGHTS OF CANDIDATES

Candidates have the right to access their personal data, and to request Antes to correct, update, or delete their personal data from the Company's records. Candidates can also request Antes to restrict or stop their personal data from being processed, and request that their personal data is transferred.

CONTACT

Any queries in relation to this Privacy Notice or to Antes' privacy practices, or any requests to exercise any of the candidates' rights, shall be addressed to the Data Protection Officer at dpo@antes.mt or at Trident Park, No. 8A Level 5, Notabile Gardens, Mdina Road, Central Business District Zone 2, Birkirkara, Malta, CBD 2010.