



Privacy Notice for Job Applicants

Effective Date: February 1, 2025

1. Introduction

At eGov Jamaica Ltd. (eGovJa), we are committed to protecting the privacy and personal data of individuals applying for employment with us. This privacy notice outlines how we collect, use, disclose, and protect your personal data during the recruitment process, in compliance with the Jamaica Data Protection Act.

2. Personal Data We Collect

During the recruitment process, we collect various types of personal data from job applicants, including:

- **Personal Identifiers:** Name, Address, Email, Phone Number, Government Issued IDs.
- **Employment History:** Previous job titles, employers, roles, and dates of employment.
- **Educational Background:** Qualifications, Certifications, Academic Records.
- **Professional Information:** References, Skills, Professional Memberships.
- **Background Information:** Criminal records or checks, if required for the role.
- **Health Information:** Medical history or assessments relevant to job requirements (if applicable).
- **Biometric Information:** CCTV footage, Signatures

3. Purpose of Processing

eGovJa processes your personal data. In this context, “processing” means dealing with the data in any way, such as using, collecting, storing, disclosing or destroying it. Your personal data is collected and processed for the following purposes:

- **Recruitment and Selection:** Evaluating your suitability for the role, including verifying qualifications and experience.

- **Communication:** Keeping you informed about your application status and coordinating interviews or assessments.
- **Compliance:** Ensuring we comply with legal and regulatory requirements related to employment.
- **Security:** Conducting background and security checks where necessary for the role.

4. Lawful Basis for Processing

We process your personal data based on the following lawful bases:

- **Contractual Necessity:** Processing is necessary to take steps at your request before entering into an employment contract.
- **Legal Obligations:** Processing is required to comply with legal obligations related to employment.

5. How We Collect Your Information

We collect personal data through various methods, including:

- **Direct Interactions:** Information you provide in application forms, resumes, cover letters, and during interviews.
- **Automated Technologies:** Data collected through our online recruitment platform.
- **Third Parties:** Information from recruitment agencies, references, and background check providers.

6. Data Sharing and Disclosure

We may share your personal data with:

- **Recruitment Agencies:** Assisting us in the recruitment process.
- **Background Check Providers:** Conducting criminal and employment history checks where applicable.
- **Professional Advisors:** Legal and recruitment consultants who assist in the evaluation process.

7. Data Retention

We retain your personal data only for as long as necessary to complete the recruitment process. If your application is unsuccessful, we may retain your data for a limited period to consider you for future opportunities, unless you request deletion.

8. Your Rights

As a job applicant, you have several rights regarding your personal data under the Jamaica Data Protection Act, including:

- **Access:** Request access to your personal data and ask us to:
 - Confirm whether we are processing your personal data;
 - Give you a copy of that data;
 - Provide you with other information about your personal data such as what data we have, what we use it for, who we disclose it to, whether we transfer it abroad and how we protect it, how long we keep it for, what rights you have, how you can make a complaint, where we got your data from and whether we have carried out any automated decision making or profiling.
- **Rectification:** Request correction of inaccurate or incomplete data. You also have a responsibility to ensure that changes in personal circumstances (for example, change of address and bank accounts) are notified to eGovJa so that we can ensure that your data is up to date.
- **Erasure:** Request deletion of your personal data but only where:
 - It is no longer needed for the purposes for which it was collected or otherwise processed; or
 - You have withdrawn your consent (where the data processing was based on consent) and there is no other legal ground for the processing; or
 - Following a successful right to object; or
 - It has been processed unlawfully; or
 - To comply with a legal obligation to which we are subject.
- **Restriction:** Request restriction of processing your data in specific situations. You have the right to restrict our processing of your personal data where:
 - you contest the accuracy of the personal data until we have taken sufficient steps to correct or verify its accuracy;
 - the processing is unlawful, but you do not want us to erase the data;

- we no longer need the personal data for the purposes of the processing, but you require them for the establishment, exercise or defense of legal claims; or
- you have objected to processing, justified on legitimate interest grounds, pending verification as to whether we have compelling legitimate grounds to continue processing

Where personal data is subjected to restriction in this way, we will only process it with your consent or for the establishment, exercise or defense of legal claims.

- **Objection:** Object to processing based on legitimate interests. Where we are relying upon legitimate interests to process data, you have the right to object to that processing. If you object, we must stop that processing unless we can either demonstrate compelling legitimate grounds for the processing that override your interests, rights and freedoms or where we need to process the data for the establishment, exercise or defense of legal claims. Where we rely upon legitimate interest as a basis for processing, we believe that we can demonstrate such compelling legitimate grounds, but we will consider each case on an individual basis.
- **Data Portability:** Request transfer of your data to another organization, if applicable. Where we are relying upon your consent or the fact that the processing is necessary for the performance of a contract to which you are party as the legal basis for processing, and that personal data is processed by automatic means, you have the right to receive all such personal data which you have provided to eGovJa in a structured, commonly used and machine-readable format, and also to require us to transmit it to another controller where this is technically feasible.

You also have the right to lodge a complaint with the Office of the Information Commissioner if you consider that the processing of your personal data infringes the Data Protection Act. To exercise these rights, contact our Data Protection Officer (DPO) using the contact details provided below.

9. Data Security

At eGov Jamaica Limited, we build robust security features into our systems and applications to ensure that your data is protected by default. In addition to these built-in measures, we implement comprehensive physical, technical, and organisational controls

to protect the personal data we collect against unauthorised access, alteration, disclosure, or destruction.

Protecting personal data is integral to our Information Security Management System (ISMS), which is certified to the ISO/IEC 27001:2013 standard. We conduct regular security assessments and audits to identify potential risks to personal data and update our security protocols as required to mitigate those risks.

10. Changes to This Privacy Notice

We may update this Privacy Notice periodically to reflect changes in our practices or legal requirements. Any significant changes will be communicated through our website or recruitment platform.

11. Contact Us

For any questions, concerns, or to exercise your data protection rights, please contact our Data Protection Officer (DPO):

- **Email:** dpo@egovja.com
- **Phone:** (876) 555-1234
- **Mail:** Data Protection Officer, eGov Jamaica Ltd., 235B Old Hope Road, Kingston 6, Jamaica

Please be advised that by submitting your application, you acknowledge that you have read, and understood the terms of this Privacy Notice.