**Privacy Policy for Angel-Jobs Malta:**

**Effective from February 2024**

Last updated: 01/11/2024

Welcome to Angel-Jobs Malta! At Angel-Jobs Malta, we prioritize your privacy, and this Privacy Policy outlines how we manage your personal data adheres to the regulations outlined in the General Data Protection Regulation (GDPR) and The Data Protection Act (DPA) of Malta. Our privacy policy serves to protect your personal information by clearly outlining how we collect, use, and safeguard your personal information. We aim to enhance trust and transparency with our users regarding the handling of their data on Angel-Jobs Malta.

**Our privacy policy primarily aims to:**

1. **Inform You:**

At Angel-Jobs Malta, we collect certain personal information from both employers and job seekers. It may include your name, contact details, employment history, educational background, and skills. We collect this information to facilitate the job-matching process, improve our services, and ensure a seamless user experience. Rest assured; we only collect data that is necessary for the operation of our platform and do not share it with third parties without your consent.

1. **Transparency:**

Promote transparency by detailing how your data is processed and shared. We believe in being transparent about how we handle your data. Your personal information is processed securely and is exclusively accessible to authorized personnel who necessitate access for legitimate purposes. We do not sell or rent your information to third parties. Additionally, we may disclose your data to adhere to legal obligations or safeguard our rights and interests.

1. **User Consent:**

We obtain your informed consent before collecting any personal information. Before collecting any personal information, we always seek your explicit consent. By registering on Angel-Jobs Malta or using our services, you acknowledge and agree to the gathering, processing, and storage of your data in compliance with this privacy policy. You have the right to withdraw your consent at any time by contacting us.

1. **Data Protection:**

Outline the steps we take to safeguard your data against unauthorized access or misuse. Protecting your data is our top priority. We implement security protocols commonly accepted within the industry to protect your information from unauthorized access, alteration, disclosure, or destruction. These measures include encryption, firewalls, and regular security audits. We also restrict access to your data to only those employees who need it to perform their job duties.

1. **User Rights:**

We will notify you of your rights concerning your personal information, including the right to access, rectify, or delete your data. As a user of Angel-Jobs Malta, you have certain rights regarding your personal information. It includes the right to access your data, rectify any inaccuracies, or request its deletion. You can control and customize your account settings and preferences to control the information you provide to us. We are committed to assisting you in exercising these rights and ensuring that your data is accurate and up-to-date.

1. **Legal Compliance:**

Ensure that our data practices comply with relevant privacy laws and regulations. We are dedicated to complying with applicable privacy laws and regulations, including those of Malta. Our data practices are regularly reviewed to ensure compliance with legal requirements and industry standards. If you have any inquiries or concerns regarding our privacy policy or the way we handle data, please feel free to reach out to us.

Our privacy policy is a commitment to safeguarding your privacy and maintaining your trust in how we handle your personal information. If you have any questions or concerns about our data practices, please review the full privacy policy or contact our privacy team for clarification. Your privacy matters to us, and we are committed to maintaining the highest standards for protecting your personal information.

**1.2 Scope:**

Our Privacy Policy comprehensively covers the following key aspects:

1. **Information Covered:**

Angel-Jobs Malta portals typically collect various types of information from both employers and job seekers to facilitate the job-matching process. We clearly define the types of personal information collected, such as names, contact details, and transaction history.

1. **Data Sources:**

Angel-Jobs Malta Job portal collects information from various resources to verify the accuracy and comprehensiveness of profiles and job postings. We identify the sources from which we collect information, including user input, automated tracking technologies, or third-party sources.

1. **Collection Methods:**

Angel-Jobs Malta portal employs various methods to collect personal data from employers and job seekers, including website forms, cookies, and other tracking technologies. Angel-Jobs Malta portal describes how personal data is collected through website forms, cookies, and other methods.

1. **Purpose Limitation:**

Angel-Jobs Malta portals can effectively clarify the intended purposes for collecting and processing personal information, thereby ensuring that data usage aligns with user expectations and respects user privacy. Clarifying the intended purposes for collecting and processing personal information helps ensure that data usage aligns with user expectations on job portals.

1. **Third-Party Involvement:**

Third parties may access or process user data on the Angel-Jobs Malta Portal under certain circumstances and for specific purposes. We clarify if and how third parties may access or process user data, emphasizing any partnerships, service providers, or integrated platforms.

1. **International Considerations:**

Angel-Jobs Malta Portal acknowledges the significance of protecting user data and adhering to pertinent data protection legislation, including regulations in Malta. **We aim** to ensure that any international transfers of user data between Malta and India adhere to applicable data protection laws, particularly those in Malta. We are dedicated to safeguarding user privacy and upholding the confidentiality, integrity, and security of their data at every stage of the data processing journey.

1. **Updates and Modifications:**

Angel-Jobs Malta Portal ensures that users are kept informed about changes to our Privacy Policy and can review the latest version to understand how their data is handled. We are committed to maintaining transparency and protecting user privacy in accordance with applicable laws and regulations.

1. **User Consent and Acknowledgment:**

Angel-Jobs Malta emphasizes the need for user consent when collecting and processing data. By utilizing our services, you implicitly consent to abide by the terms and conditions specified in our Privacy Policy. It shows our dedication to respecting your privacy and handling data responsibly. It is important to stress that agreeing to our Privacy Policy terms means you are giving informed consent and being aware of how your data is used.

This scope ensures users possess a comprehensive understanding of the collected data, its usage, and the extent of privacy protection, fostering transparency and trust in our data practices.

**2. Information Collected**

As a job seeker or employer utilizing our platform, it is essential to understand the types of information we collect to ensure transparency and trust in our services. Your privacy and security are paramount to us, and we are committed to providing clear insights into the complexities of the data we manage.

**2.1 Personal Information:**

Personal information refers to data identifying or related to an individual. It may include, but is not limited to:

1. **Contact Information:** Personal information encompasses data that identifies or relates to an individual, ensuring efficient communication and service delivery. For job seekers, this includes contact information such as full name, address, phone number, and email. Employers provide company name and contact details, including address, phone number, and email, facilitating seamless interactions within the platform.
2. **User Credentials:** Ensuring the security of user accounts is fundamental. We collect and securely store user credentials, comprising usernames, passwords, and security question answers. It ensures secure access to the platform while preventing unauthorized attempts to access or misuse sensitive data, thus ensuring the integrity of our users' data.
3. **Payment Details:** In facilitating transactions and providing premium services, we may collect payment details, including credit card information, billing addresses, and transaction history. We have implemented strong security protocols to safeguard this sensitive data and ensure secure transactions.
4. **Demographic Data:** Understanding our users' demographics helps us tailor our services to meet individual needs effectively. We may collect voluntarily provided personal details such as age, gender, Date of Birth and other relevant information, enhancing user experience and customization while respecting privacy preferences.

Collecting personal information is vital to delivering our services, customizing your experience, and ensuring the security of your account. We uphold stringent security protocols to protect this information from unauthorized access or use.

**2.2 Non-Personal Information**

In addition to personal data, we collect non-personal information vital for optimizing services and enhancing user experiences. This category encompasses data that does not directly identify individuals but aids in analyzing trends and improving overall platform functionality.

1. **Usage Data:** Usage data offers valuable insights into how users interact with our platform, including pages visited, features utilized, and time spent. This information enables us to enhance user experience, streamline processes, and identify areas for improvement.
2. **Device Information:** Device information, including device type, operating system, and browser details, helps us ensure compatibility and optimize platform performance across various devices. Understanding the devices our users utilize enhances accessibility and user satisfaction.
3. **Aggregated Data:** Data that is anonymized and combined to generate statistical insights, protecting individual privacy. Aggregated data, anonymized and combined to generate statistical insights, offers valuable information while preserving individual privacy. This data aids in analyzing trends, understanding user behaviour, and improving overall platform functionality without compromising user privacy.

Collecting non-personal information is crucial for optimizing our services, analyzing trends, and improving user experiences. We promise to keep your information private and secure. We won't use this data to identify you without your permission. Your privacy is important to us, and we take it seriously. We want to offer you a service that is both personal and quick while also ensuring that we respect your privacy.

In conclusion, we are committed to maintaining transparency and safeguarding the privacy and security of our users' information. Whether personal or non-personal, the data we collect is crucial for delivering efficient services, enhancing user experiences, and ensuring the integrity of our platform. We adhere to stringent security measures and privacy protocols, prioritizing user trust and satisfaction above all else.

**3. How We Collect Information:**

We gather information from various sources to ensure the accuracy and completeness of profiles and job postings. We employ two methods for collecting your information: the Direct and Indirect methods.

The Direct method involves gathering demographics and professional details such as Employment History, Skills and Expertise, Job Preferences, and Educational Background. It includes Company Information, Recruitment Preferences, and Account Information for employers.

On the other hand, the Indirect method involves collecting browser history and user behaviour. These methods are aimed at improving our services and enhancing your overall experience.

**3.1 Direct Collection:**

Angel-Jobs Malta can use straightforward methods to gather information like employment history, skills, job preferences, and educational background. It includes online forms or surveys, where people fill in details or conduct interviews, either in person or over the phone. We could also ask for resumes or CVs or reach out directly through email or calls. For employers, collecting company info, recruitment preferences, and account details can involve similar methods, such as online forms, direct outreach, or accessing HR records. Social media, networking events, and job fairs are also useful for connecting with people and gathering relevant information. These methods can be adjusted depending on what information we need and how we prefer to collect it. Job seekers and employers provide these types of information directly by registering on the portal for job searches and job postings.

**3.2 Indirect Collection:**

We indirectly gather information about how users interact with our services by tracking their browsing history and behaviour. It means we look at which pages they visit, the duration of their stay on each page, and what they click on. To enhance the user experience, Angel-Jobs Malta use browser cookies tools like tracking pixels and Google Analytics. These technologies monitor navigation patterns, demographic details, and device/browser specifications. By understanding how users behave, we can improve our services to enhance their overall experience.

Additionally, we may use techniques such as social media monitoring to gather insights into user preferences and opinions. These methods help us to better understand what users want and need so we can continually improve our services to meet those needs. We utilize the gathered information to personalize content, optimize the platform, and improve targeted marketing, ultimately enhancing the overall user experience.

**4. Cookies and Tracking Technologies:**

Angel-Jobs Malta utilizes browser cookies to collect and store information about user's interactions with the platform. Cookies are small text files automatically placed on the user's device when they visit the website. These cookies serve several purposes, including tracking user sessions, storing user preferences, and enhancing the overall user experience.

**Cookies employed by The Angel-Jobs Malta may include:**

1. **Session cookies include:** These cookies are like short-term helpers that go away when you close your internet browser. They make sure your time on the website is smooth and personal, just for you.
2. **Persistent Cookies:** These cookies stick around on your device for a while. They assist Angel-Jobs Malta in recalling you when you return, making the website more personalized and effective for your needs.

**4.1 Tracking Technologies:**

The Angel-Jobs Malta leverages analytics tools to gather valuable insights into user behavior and engagement. The platform may use popular analytics services such as Google Analytics

1. **Analytics Tools:** Tools like Google Analytics collect and analyze data to know how people use a website or app. They help us know who's using it, what they like, and how much they're involved.
2. **Location Tracking:** Technologies like GPS and IP geolocation track where users are. We use it to display ads for nearby stores and offer personalized services based on location.

We also use Web beacons, pixel tracking, and JavaScript tags to track user interactions, page views, and conversions.

**4.2 Third-Party Cookies:**

We value your privacy and openly use third-party cookies to enhance your website experience. These cookies improve our site's functionality, but it's important to note that third-party services have their privacy policies beyond our control. If you use our website, you agree that certain third-party cookies may be stored on your device, and interacting with these services subjects you to their privacy policies. We are committed to protecting your privacy to the best of our ability.

**5. Purpose of Data Collection:**

At Angel-Jobs Malta, the collection of both personal and non-personal data serves a strategic purpose aimed at enhancing the overall user experience while ensuring the utmost privacy and security. By gathering pertinent information from our users, we strive to:

**5.1 Educational Services:**

Personal information and usage data are collected to personalize educational resources for job seekers, providing tailored guidance on skills development and career advancement. Demographic data helps understand job seekers' specific needs and preferences, allowing the platform to offer relevant training programs and career advice. Aggregated data is used to identify industry trends and job market demands, informing the development of educational content focused on in-demand skills and professions.

**5.2 Communication:**

Contact information and user credentials are gathered to facilitate effective communication between job seekers and employers, ensuring smooth interactions during recruitment. Device information assists in optimizing communication channels across different devices, enhancing accessibility for users accessing the platform from various locations. Personalized messaging based on demographic data enables targeted communication about job opportunities, training programs, and career events, increasing engagement and user satisfaction.

**5.3 Security of Users' Privacy:**

User credentials are securely managed to prevent unauthorized access to accounts and protect sensitive information shared on the platform. Payment details are collected and processed using robust security measures to facilitate secure transactions for premium services and job postings. Non-personal information is anonymized and aggregated to maintain user privacy while providing valuable insights for platform optimization and enhancing the job search experience.

**6. Legal Basis for Processing**

At Angel-Jobs Malta, we recognize the importance of adhering to legal standards and ensuring transparency in our data processing practices. Under the legitimate interests legal basis for processing, we may process personal data for the following purposes:

**6.2 Legitimate Interests:**

1. **Platform Optimization:** Analyzing non-personal data, such as usage and aggregated data, allows us to optimize our platform's functionality, enhancing user experiences and improving overall service delivery.
2. **Trend Analysis:** Utilizing aggregated data enables us to identify industry trends and user behaviors, facilitating strategic decision-making and the development of new features or services to better serve our users.
3. **Security Measures:** Processing personal data, including user credentials and payment details, is essential for implementing robust security measures, safeguarding user accounts, and preventing unauthorized access or misuse of sensitive information.
4. **Customized Services:** Collecting demographic data helps us tailor our services to meet individual needs effectively, providing personalized recommendations and content to enhance the user experience on our platform.
5. **Communication:** Processing contact information facilitates seamless communication between job seekers and employers, enabling efficient interactions during recruitment and effective service delivery.

**7. Data Retention:**

At Angel-Jobs Malta, we understand the importance of responsibly managing the data we collect from our users. Our data retention policy ensures that we retain information only for the duration required to fulfill the objectives delineated in our Privacy Policy and to comply with legal obligations. Below are the key points regarding data retention:

**7.1 Retention Period:**

1. **Personal Information:** We retain personal information, such as contact details and user credentials, for as long as the user account is active and for a reasonable period to maintain records and provide support services. The specific retention period might differ based on the nature of the information and applicable legal requirements.
2. **Payment Details:** Payment details, including credit card information and transaction history, are retained for the duration of the transaction and for a period necessary to comply with financial regulations and accounting standards.
3. **Demographic Data:** Demographic data, voluntarily provided by users, is retained as long as it remains relevant for tailoring our services and improving user experience. Users have the choice to update or delete this information at any time.
4. **Non-Personal Information:** Non-personal information, such as usage and aggregated data, may be retained indefinitely for analytical purposes, provided it is anonymized and does not directly identify individuals.

**7.2 Data Deletion:**

1. Users can request the deletion of their personal information at any time by contacting our support team or using the account settings available on the platform. Upon receiving such requests, we will promptly delete or anonymize the relevant data unless retention is essential to fulfill legal obligations or resolve disputes.
2. Payment details are securely deleted after the completion of transactions, except for information required for financial record-keeping purposes, which is retained by applicable laws and regulations.
3. Demographic data can be updated or deleted by users through their account settings, giving them control over the information they provide to us.
4. Non-personal information may be retained for as long as necessary for analytical purposes. However, steps are taken to anonymize and aggregate the data to protect user privacy.

Our commitment to data retention and deletion ensures that we handle user information responsibly and respect their privacy preferences. We continuously review and update our data management practices to comply with evolving legal requirements and industry standards.

**8. User Rights:**

At Angel-Jobs Malta, we are dedicated to upholding the rights of our users regarding their personal information. We recognize the importance of transparency and control over one's data. Here's how we address user rights:

**8.1 Access and Correction:**

1. Users have the right to access and review the personal information we hold about them. Users can log into their Angel-Jobs account and access their profile settings. They can view and edit their contact information, user credentials, and demographic data here.
2. Users can request corrections if they find any inaccuracies or discrepancies in their personal information. They can update their details directly through their account settings, or they can contact our support team for assistance.
3. We strive to promptly address user requests for accessing or correcting their personal information, ensuring that our data is accurate and up-to-date.

**8.2 Data Portability:**

1. Individuals are entitled to petition for the transferability of their data, allowing them to transfer it to another service provider or platform. Upon request, we will provide users with a structured, commonly used, and machine-readable format of their personal information.
2. Users can initiate a data portability request by contacting our support team. We will process the request promptly and securely provide the requested data.
3. It's important to note that data portability applies only to personal information provided by the user and does not extend to non-personal information collected for analytical purposes.

Our commitment to user rights ensures users have the tools and options to manage their personal information effectively. We are dedicated to respecting and fulfilling these rights through applicable data protection laws and regulations.

**9. Security Measures:**

At Angel-Jobs Malta, our users' data security is a top priority. We employ robust security measures to safeguard personal and non-personal information collected on our platform. Here's how we ensure data security:

**9.1 Data Security:**

1. We enforce rigorous data security measures to guard against unauthorized access, modification, disclosure, or deletion of user data. Our systems undergo frequent monitoring and audits to detect and rectify potential security weaknesses.
2. User data is exclusively accessible to authorized personnel with a legitimate business need. We offer thorough training to our staff to guarantee their comprehension and compliance with our stringent data security protocols and guidelines.
3. Suppose a data breach or security incident occurs. In that case, we have established procedures to respond promptly, mitigate risks, and notify affected users as applicable laws and regulations require.

**9.2 SSL Encryption:**

1. We harness the power of cutting-edge Secure Sockets Layer (SSL) encryption technology to safeguard data transmission between users' devices and our servers. SSL encryption guarantees that information shared between the user's browser and our platform remains confidential and shielded from interception by unauthorized parties.
2. Users can verify SSL encryption by checking for the "https://" protocol in the URL and the padlock icon in their browser's address bar when accessing our platform. This confirms that the connection is protected by robust encryption, ensuring its security.
3. SSL encryption is employed across all areas of our platform, including user login, account registration, payment processing, and communication channels, to ensure the confidentiality and integrity of user data.

By implementing robust data security measures and SSL encryption, we strive to provide our users with a safe and secure job search and recruitment environment. We are steadfast in upholding the utmost data protection and privacy standards, striving to continuously earn and uphold the trust of our users.

**10. Third-Party Links:**

At Angel-Jobs Malta, we provide links to third-party websites or services to enhance the user experience and provide additional resources. However, users must understand how these links are managed and the associated risks. Here's how we handle third-party links:

**10.1 External Links:**

1. We may include external links on our platform to provide users access to relevant resources, such as job search tools, educational materials, or partner websites. The links shared are intended for informational purposes and do not suggest any endorsement or affiliation with the linked websites or services.
2. Users should exercise caution when accessing external links and examine the linked websites' privacy protocols and service agreements for detailed information regarding their policies and terms. Angel-Jobs Malta is not responsible for the content of third-party websites, privacy practices, or security measures.
3. While we strive to ensure the quality and relevance of external links, we cannot guarantee the precision, entirety, or dependability of the information presented regarding linked websites. Users are encouraged to access external links at their own risk and discretion.
4. We strongly urge users to flag any concerning or unsuitable content encountered through external links on our platform. Upon receiving such reports, we will thoroughly investigate them and take necessary actions to address any concerns or violations of our policies.

By offering guidance on external links and fostering user awareness, we aim to empower individuals to make informed decisions while navigating the internet. We are dedicated to upholding a secure and credible platform for all users, promoting transparency and accountability in our operations.

**11. Changes to the Privacy Policy:**

At Angel-Jobs Malta, we understand the importance of keeping our users informed about updates or changes to our Privacy Policy. We are dedicated to upholding transparency and ensuring clear communication regarding any updates or changes. Here's how we handle changes to our Privacy Policy:

**11.1 Notification:**

1. Suppose there are significant changes or updates to our Privacy Policy. Users will be notified through prominent announcements on our website or via email. These notifications will summarize the changes and their implications for user privacy and data protection.
2. Users can review the revised Privacy Policy and understand how their rights and obligations may be affected. We encourage users to carefully review the updated policy and contact us with any questions or concerns you may have.
3. For minor or routine updates to our Privacy Policy, we may provide general notifications on our platform or include information about the changes in our regular communications to users. We strive to inform users about any modifications to our data handling practices.

**11.2 Date of Last Update:**

1. We maintain a clear record of the date of the last update to our Privacy Policy, which is prominently displayed at the top or bottom of the policy document. It allows users to easily identify when the policy was last revised and to track any changes over time.
2. By providing the date of the last update, users can assess the currency and relevance of the Privacy Policy to their current interactions with our platform. They can also compare the current version with previous versions to understand the evolution of our data protection practices.
3. We pledge to consistently assess and revise our Privacy Policy to align with relevant laws and regulations and to adapt to shifts in our business practices or data processing methods. The date of the last update serves as a reference point for users to gauge the timeliness of the policy.

By implementing clear notification procedures and maintaining transparency about the last update date, we prioritize cultivating trust and confidence among our users regarding our commitment to privacy and data protection. We welcome feedback from users on our Privacy Policy and strive to address any concerns promptly and effectively.

**12. Contact Information:**

For any inquiries or concerns regarding data protection and privacy at Angel-Jobs Malta, please feel free to reach out to us using the following contact information:

**Angel-Jobs**

23 Vincenzo Dimech Street, Floriana Malta.

Email: info@angel-jobs.mt

Last updated: 01/11/2024

**12.1 Data Controller:**

The Data Controller is responsible for overseeing personal data processing at Angel-Jobs Malta. As the Data Controller, we ensure that personal data processing complies with relevant data protection laws and regulations. We take responsibility for implementing policies and procedures to safeguard user privacy and data security.

Please do not hesitate to contact us for any queries or issues regarding data protection or privacy concerns. We are committed to ensuring your data's confidentiality, integrity, and security by applicable laws and regulations.

**13. Governing Law**

Angel-Jobs Malta operates from India to serve users in Malta. Therefore, the governing law for data protection and privacy matters is as follows:

**13.1 Applicable Law**

It's commendable that Angel-Jobs Malta is committed to adhering to the GDPR to protect the personal data of individuals in the European Union, including Malta. The GDPR sets strict guidelines for collecting, processing, and protecting personal data to ensure individuals' privacy and data security.

By following the GDPR and adhering to Malta's Data Protection Act (DPA), which complements the GDPR, Angel-Jobs Malta demonstrates a commitment to maintaining high data protection standards. It includes guidelines for obtaining consent, transparent data processing practices, implementing appropriate security measures, and respecting individuals' rights regarding their personal data. We stick to the rules outlined in these laws for collecting, using, and securing personal information.