

## **NITA–U Careers Privacy Notice**

Your trust is very important to us. The National Information Technology Authority, Uganda (NITA–U) is committed to protecting the privacy and security of your personal data. It is important that you read this notice so that you are aware of how and why we are using such data. This privacy notice describes how we collect and use your personal data in accordance with the Data Protection and Privacy Act, Cap. 97 and its Regulations.

## **NITA–U Job Application Form**

The NITA–U job application form is the official channel through which candidates may apply for available positions. Completed application forms and accompanying documents may be submitted via email to [hr@nita.go.ug](mailto:hr@nita.go.ug) or physically delivered to our offices at Palm Courts, Plot 7A, Rotary Avenue (formerly Lugogo Bypass).

## **What will NITA–U collect and how will we use it?**

NITA–U will collect and process the personal data that you have provided about yourself when you apply for available positions. This includes personal data about yourself, your contact details and details about your education and career history.

We will use this personal data for the following purposes:

- To communicate with you and respond to your requests or application
- For recruitment, evaluation, pre-employment screening including background screening, and hiring purposes

As part of our candidate application and recruitment process, NITA–U carries out various background checks. This may include carrying out reference checks, and criminal record checks.

We shall use the personal data processed as part of background checks to:

- Help us assess your suitability (skills and strengths) for the role; and
- Validate the information that you have provided as part of the recruitment process.

## **Personal data**

NITA–U will collect and process the following personal data about you when you apply for a job:

- Name
- Sex
- Date of birth
- Nationality
- Marital status
- District of origin
- Email address
- Postal address

- Telephone number
- Desired salary
- Career history
- Employment references
- Educational background
- Skills
- Job qualifications

### **Pre-employment screenings**

NITA–U will undertake pre-employment screening, which will be initiated if the advertised position requires it. These will include the following verification:

- Employment references

Any job offer you receive is conditional upon these checks being satisfactory, if required. For more information about our pre-employment screening, please contact [hr@nita.go.ug](mailto:hr@nita.go.ug).

### **Who is the data controller?**

NITA–U will be the “data controller” of your personal data. This means that NITA–U decides what your personal data is used for, and the ways in which it is processed. For the avoidance of doubt, your personal data will be collected and processed solely for the purposes set out in this privacy notice. As the data controller, NITA–U has the responsibility to comply, and to demonstrate compliance with, the Data Protection and Privacy Act, Cap. 97 and its Regulations.

### **Lawful basis for processing your personal data**

The lawful basis on which NITA–U processes your personal data provided on the job application form is that it’s necessary in order to take steps at the request of the data subject prior to entering into a contract. NITA–U reviews the applications to select appropriate candidates, contacts candidates in relation to their application and information requests.

We undertake pre-employment screening, including background checks where it is our legitimate interest to evaluate and assess your application to ensure that we recruit candidates who are suitable for the role. NITA–U has a legitimate interest to select appropriate candidates whose values align with NITA–U’s. We shall have carefully considered the impact on you and will not use your personal data where the impact overrides our interests.

For successful candidates, NITA–U’s processing of your personal data will also be necessary to enter into a contract with you for employment purposes.

We shall also process your data where we have a legal obligation to do so to comply with our obligations as an employer. **Sharing your personal data**

NITA–U will not share your personal data with any other third-parties unless required or permitted by the law.

Your personal data will not be transferred outside of Uganda. Your personal data will be stored in Uganda.

### **Retaining your personal data**

NITA–U retains your personal data for the following retention periods:

- Details provided by candidates on the NITA–U job application forms for five (5) years and are then deleted thereafter.
- Successful candidates' personal data are transferred to personnel files.
- NITA–U will retain your personal data processed as part of any background check or preemployment screening for five (5) years, after which it will be deleted.

### **Automated processing**

NITA–U will not use automated processing and decision making in its recruitment processes without manual intervention.

### **Your rights and more information**

You have rights under the Data Protection and Privacy Act, Cap. 97 and its Regulations.

- You can request a copy of the personal data NITA–U stores about you.
- If your personal data is inaccurate, you have the right to have the data rectified.
- You have the right to ask for the personal data we collect about you to be deleted, however there are limitations and exceptions to this right which may entitle NITA–U to refuse your request.
- In certain circumstances, you have the right to restrict the processing of your personal data or to object to the processing of your personal data.

If you have any concerns or questions about your rights or this privacy notice, please contact our Data Protection Officer at [info@nita.go.ug](mailto:info@nita.go.ug).

If you have a concern about the way the NITA-U has handled your personal data, you can raise your concern with the data protection and privacy regulator in Uganda, the Personal Data Protection Office (PDPO) at [complaints@pdpo.go.ug](mailto:complaints@pdpo.go.ug).

### **Updating this privacy notice**

We shall revise the privacy notice if there are significant changes to how we use your personal data.