

Privacy Notice for Job Applicants

V1 Approved and Issued 2018

Last updated and reviewed October 2024

This policy explains how the Dublin City Council Culture Company collects, stores and handles your personal data.

What information do we hold

We retain several kinds of personal data about our prospective employees and contractors so we can manage the recruitment and selection process effectively and efficiently and meet our legal obligations:

- Personal details such as name, address, phone number, and email address;
- Right to work documentation;
- References from former employers;
- Details on your education and employment history etc;
- Driving licence;
- Criminal convictions;
- Other information that you give us in a CV, application form or covering letter.

Should your application be successful, we will ask you for further information once your contract begins, for example, your bank and next of kin details.

Why we collect your data

The law on data protection only allows us to process your data for specific reasons. This is what we do and the legal basis for doing it:

| Activity requiring your data | Lawful basis |
|---|--------------------------|
| Carrying out checks in relation to your right to work in the Republic of Ireland | Legal obligation |
| Making reasonable accommodation for disabled employees | Legal obligation |
| Making recruitment decisions in relation to both initial and subsequent employment e.g. promotion | Our legitimate interests |

| | |
|--|--------------------------|
| Making decisions about salary and other benefits | Our legitimate interests |
| Effectively reviewing your conduct and performance | Our legitimate interests |
| Implementing grievance procedures | Our legitimate interests |
| Assessing training needs | Our legitimate interests |
| Dealing with legal claims made against us | Our legitimate interests |
| Preventing fraud | Our legitimate interests |

Special categories of data

Special categories of data include information about your health, sexual orientation, race/ethnic origin, and trade union membership. We use this kind of data for:

- Equal opportunities monitoring;
- To work out what reasonable adjustments we could make to support you.
- To check eligibility for Discretionary Sick Pay

We will only do this if:

- You have given explicit consent to the processing;
- We must process the data in order to carry out our legal obligations;
- We must process data for reasons of substantial public interest;
- You have already made the data public.

Criminal convictions

We will only collect criminal conviction data where it is appropriate given the nature of the role you apply for and where the law permits us. This data will usually be collected at the recruitment stage, however, may also be collected during your employment. We use criminal conviction data to determine your suitability or your continued suitability for a role. We rely on your consent for this vetting process.

How we collect your data

You provide us with several pieces of data during the recruitment process, for example, your CV, an application form or a cover letter. In some cases, with your permission, we will collect data about you from third parties such as former employers, employment agencies or The National Vetting Bureau of the Garda Síochána.

How we keep your data

We keep this data in recruitment files relating to each vacancy and on our computer systems, for example, recruitment logs. We have implemented processes to guard against your data being accidentally lost, disclosed, destroyed or abused. We won't make any decisions that will have a significant impact on you using your data solely on the basis of

automated decision-making (where a decision is taken about you using an electronic system without human involvement).

How long do we keep it for?

We only keep your data for as long as we need it, which in the case of unsuccessful applications is one year after which it will be deleted or destroyed. Where you have provided consent to our use of your data, you also have the right to withdraw that consent at any time. This means that we will stop processing your data and there will be no consequences of withdrawing consent. If your application is successful, your data will be kept and transferred to the systems we administer for employees. We have a separate privacy notice for employees, which will be provided to you.

When we'll share your data

Employees within our company who have responsibility for recruitment will have access to your data relevant to their function. All employees with such responsibility have been trained in ensuring data is processed in line with GDPR. We share necessary data with third parties contracted to supply HR or financial services. We may also share your data with third parties as part of a Company sale or restructure, or for other reasons to comply with a legal obligation upon us. We have a data processing agreement in place with such third parties to ensure data is not compromised. Third parties must implement appropriate technical and organisational measures to ensure the security of your data. We do not share your data with bodies outside of the European Economic Area.

What if you don't give us the necessary data?

If you don't give us certain data, it may mean that we are unable to fulfill our requirements for entering into a contract of employment with you. This could include being unable to offer you employment.

Know your rights

You have these rights in relation to the personal data we hold on you:

- The right to be informed about the data we hold on you and what we do with it;
- The right of access to the data we hold on you;
- The right for any inaccuracies in the data we hold on you to be corrected;
- The right to have data deleted in certain circumstances;
- The right to restrict the processing of the data;
- The right to transfer the data we hold on you to another party. This is also known as 'portability';
- The right to object to the inclusion of any information;
- The right to regulate any automated decision-making and profiling of personal data.

Where you have provided consent to our use of your data, you also have the right to withdraw that consent at any time. This means that we will stop processing your data.

If you think your data rights have been breached, you are able to raise a complaint with the Office of the Data Protection Commissioner. You can contact the ODPC at:

Address: Data Protection Commissioner, Canal House, Station Road, Portarlinton, R32 AP23, Co. Laois

By telephone on +353 57 8684800 or +353 (0)761 104 800 or Lo Call 1890 252 231

By email info@dataprotection.ie

Our officer responsible for data protection is:

Title: Head of Operations

Contact: operations@[dublincitycouncilculturecompany.ie](mailto:operations@dublincitycouncilculturecompany.ie)

Last updated: 03/10/2024

Ends