

## **Data Privacy Notice for Job Applicants**

***By submitting your job application, you confirm having read and understood this Job Applicant Privacy Notice and agree to its content.***

### **1.0 Introduction**

1.1 Please read this Privacy Notice carefully. It sets out how and why Saint Patrick's Cathedral ("The organisation") collects and processes your personal data, how we protect, and for how long we retain that data. The organisation is committed to complying with its legal obligations in relation to the processing of personal data as set out in the General Data Protection Regulations and Data Protection Acts 1988-2018.

1.2 This Privacy Notice applies to the personal data provided by direct applicants and that which is provided to the organisation on behalf of job applicants by recruitment agencies.

### **2.0 What Personal Data do we collect?**

2.1 The type of personal data collected may include the following:

- i. your contact details, including your name, address, phone number/s and email address;
- ii. information included on your CV or in a cover letter such as your qualifications, skills, experience and education and employment history;
- iii. information about your current level of remuneration;
- iv. information about your entitlement to work in Ireland and, if applicable, a copy of your permit confirming your right to work in and/or reside in the European Economic Area (EEA);
- v. identity evidence in connection with the organisation's garda vetting procedures;
- vi. garda vetting disclosures.

### **3.0 How is your Personal Data stored?**

3.1 Your personal data will be stored on our email system and in a hard copy of your CV and recruitment documentation.

### **4.0 How do we collect your Personal Data?**

4.1 The organisation collects personal data about you during the various stages of the recruitment process, either directly from you or indirectly from a recruitment agency.

4.2 The organisation may also collect personal data about you from other third parties, such as references supplied by current and/or former employers. It should be noted that the organisation will only seek information from referees who have been nominated by you, and only once a job offer to you has been made. You will be informed in advance that we are taking up references. Information obtained from 3<sup>rd</sup> party referees is deleted once the recruitment process is completed. The organisation may also collect information about criminal convictions as part of its garda vetting procedures.

## **5.0 Why does the organisation process your Personal Data?**

5.1 The organisation processes personal data to enable us to:

- i. effectively manage the recruitment process to enable us assess and confirm suitability for employment with a view to entering into a contract of employment;
- ii. enter into an employment contract;
- iii. ensure compliance with our legal obligations such as checking the right of a successful applicant to work in Ireland before employment starts and obtaining garda vetting;
- iv. respond to and defend legal claims.

5.2 The organisation will only use your personal information for recruitment purposes.

5.3 We do not use your personal information to make automated decisions; all our recruitment activities involve human decision making.

## **6.0 How do we protect your Personal Data?**

6.1 The organisation has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

## **7.0 Who has access to your Personal Data?**

7.1 Your information may be shared internally for the purposes of the recruitment exercise. This includes the HR Officer, interviewers involved in the recruitment process, the relevant hiring manager/s, and any other employee who requires access to your data in the proper performance of their duties.

7.2 The organisation will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data (i.e. your name, role and dates of employment) with your current and/or one or more of your former employers to obtain references for you.

## **8.0 For how long do we retain your Personal Data?**

8.1 If your application for employment is unsuccessful, the organisation will hold your data on file for 18 months from the end of the relevant recruitment process. Personal data which is no longer retained will be securely and effectively destroyed or permanently deleted from our IT systems and hard copy storage facilities, as applicable. The exception to this is any personal data related to garda vetting which is retained indefinitely.

8.2 If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your HR file (electronic and paper based) and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

## **9.0 Your rights as a Data Subject**

9.1 As a data subject, you have the following rights. You may:

- i. request access to, and obtain a copy of your personal data, this is known as a 'Subject Access Request';
- ii. require the organisation to rectify incorrect or incomplete data;
- iii. require the organisation to erase your personal data, for example, where it is no longer necessary in relation to the purposes for which it was collected;
- iv. object to the processing of your personal data where such processing is being conducted for our legitimate interests, unless we can demonstrate that our interests override your rights and interests. You may request that we restrict the processing of personal data until this analysis of legitimate interests has been concluded, although please be aware that we may have to suspend or cease the processing of your application as a result of the restriction.

If you would like to exercise any of these rights, please contact [Humanresources@stpatickscathedral.ie](mailto:Humanresources@stpatickscathedral.ie)

#### **10.0 What if you do not provide Personal Data?**

- 10.1 You are under no statutory or contractual obligation to provide your personal data to the organisation during the recruitment or engagement process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.

#### **11.0 Transferring Personal Data outside the European Economic Area**

- 11.1 The organisation will not transfer your personal data to countries outside the European Economic Area.

#### **12.0 Complaints**

- 12.1 If you wish to raise a complaint about how we have handled your personal data, please contact the Cathedral's Data Protection Officer (the Cathedral Administrator) who will endeavour to address your complaint as quickly and thoroughly as possible. Where you are dissatisfied with the outcome of your complaint, you have the right to escalate the matter to the Data Protection Commission.

*Saint Patrick's Cathedral*

*25<sup>th</sup> May 2018*