

## 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 Engineers Ireland (“The Organisation”) collects and processes your personal data, how we protect, and for how long we retain that data. The Organisation is committed to following its data protection obligations required under the General Data Protection Regulations (GDPR) which came into effect on 25<sup>th</sup> May 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, whether you possess a permit to work in and/or reside in the European Economic Area (EEA); *(identity evidence that you provide to confirm your right to work in Ireland will be shredded or permanently deleted once reviewed)*;
  - v. Garda vetting results *(where Garda vetting is a role requirement)* ;
  - vi. Confirmation that you provided a copy of your driver’s licence to Engineers Ireland *(only where a valid driver’s licence is a role requirement; note also that once reviewed, your copy driver’s licence will be shredded)*.

### **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, only once a job offer to you has been made, and will inform you that we are doing so. Information obtained from 3<sup>rd</sup> party referees is deleted once the recruitment process is completed. Where Garda Vetting is a role requirement, the Organisation will retain the report.

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

5.1 The Organisation processes personal data for the following reasons:

- i. to enable us to effectively manage our recruitment process to assess and confirm suitability of applicants with a view to forming a contract of employment;
- ii. to enable us create such contract of employment;
- iii. to 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 in relation to certain roles;
- iv. to protect our legitimate interests.

5.2 The Organisation will only use your personal data for recruitment purposes.

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

#### **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, and, on occasion, externally, for the purposes of the recruitment exercise. This includes members of the HR team, interviewers (including 3<sup>rd</sup> party external 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 (e.g. IT team) and who have signed a confidentiality agreement as part of their contract of employment and who have received data protection training.

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 either your current or one or more of your former employers to obtain references for you. You will be made aware in advance that the reference check is taking place.

### **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 after 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.

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 can:

- 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 interests and rights. You may request that we restrict the processing of the 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.

9.2 If you would like to exercise any of these rights, please contact [careers@engineersireland.ie](mailto:careers@engineersireland.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 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 in relation to how we processed your personal data, please contact [careers@engineersireland.ie](mailto:careers@engineersireland.ie) . We take your privacy and data protection very seriously in Engineers Ireland and we endeavour to address your complaint as expediently and as thoroughly as we can in order to find a satisfactory resolution for you.

12.2 Where you are dissatisfied with the outcome of your complaint, you have the right to escalate the matter to the Data Protection Commission or other supervisory authority.

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