

FSPO JOB APPLICATION/RECRUITMENT DATA PROTECTION NOTICE

1. PURPOSE AND SCOPE OF NOTICE

This notice is intended to explain how your Personal Data will be handled by the FSPO and sets out the information including the personal information detailed below relating to you ("**Personal Data**") that will be collected and processed by the FSPO where:

- You participate in a FSPO recruitment initiative;

The FSPO is responsible for your Personal Data.

This notice applies to any and all job applications submitted and recruitment initiatives co-ordinated by the FSPO. If you have any questions or concerns about this notice, please contact us at Dataprotection@FSPO.ie

2. APPLICATION OF THIS NOTICE

This notice applies to the way we collect and process your Personal Data from the time such data is provided to the FSPO by you for employment consideration purposes up to the point at which retention is no longer relevant as outlined in section 7 of this notice or the point at which you commence employment with us (if applicable). Once you commence employment with the FSPO, the way we process your Personal Data will no longer be dealt with under this notice, but will instead be governed by our Privacy Statement for Employees (which will be made available to you when you commence your employment with the FSPO).

3. WHAT PERSONAL DATA WE PROCESS

As part of the recruitment and job application process, we will collect your Personal Data which may include:

- Personal details such as your name, gender, postal address, email address, contact telephone numbers, nationality, marital status, country of birth;
- Details about your employment history such as the name and address of your previous employer(s), roles you have held, the date and length of your service;
- Details about your qualifications such as your skills, education, certifications/qualifications, professional memberships, professional achievements, the languages you speak (including your proficiency), your eligibility to work in a particular country (e.g. your nationality, residency, citizenship or visa details), your relevant experience;
- Details of any special assistance/support you would require if called for interview;
- Your image on CCTV in common areas at Lincoln House (where you attend our offices at any stage during the recruitment process);

- Details you may provide us in response to our queries or questions at interview stage (including information about you which we generate throughout the interview and/or recruitment process).

It is necessary for us to process your Personal Data in order to assess your job application and/or include you in a recruitment initiative. Ultimately, it may also be necessary for us to process your Personal Data in order to take steps to offer and enter into a contract of employment with you. In the event that you do not wish to provide us with your Personal Data for the purposes outlined in this notice, we will not be able to assess your job application and/or include you in a recruitment initiative and/or offer you a contract of employment.

While you may choose to send us additional information (such as cover letters, references, academic transcripts) to support your application, we ask you not to send sensitive personal information. The FSPO is an equal opportunity employer and does not discriminate, directly or indirectly, on the grounds of either gender, marital status, family status, sexual orientation, religion, age, disability, race and membership of the Traveller community.

Please note that, should you include additional information that is likely to contain your Personal Data, we will hold and process any such Personal Data in accordance with the terms of this notice.

4. WHY WE PROCESS YOUR PERSONAL DATA

LEGITIMATE INTERESTS

LEGAL BASIS

We may obtain, collect and process your Personal Data where it is necessary for the purpose of facilitating the recruitment process.

PURPOSES

We obtain, collect and process your Personal Data:

- To process your job application, including to contact you in relation to interviews, make appropriate interview arrangements and/or offer you a job after the interview stage;
- To assess your skills, qualifications and aptitude against vacancies in the FSPO which may be suitable for you;
- To verify details you have provided to us using third party sources;
- To request information from third parties (such as references from previous employers and confirmation of qualifications and/or memberships);
- To collect feedback on and evaluate the recruitment process.

IMPORTANT

When we process your Personal Data based on our legitimate interests, we make sure to consider and balance any potential impact on you and your data protection rights. We will not use your Personal Data for activities where our interests are overridden by the impact on you (unless we have your consent or are otherwise required or permitted by law). You have a right to object at any time to the processing of your Personal Data.

ASSESSMENT OF YOUR WORKING CAPACITY

LEGAL BASIS

It is necessary to process your Personal Data in order for us to determine your working capacity.

PURPOSES

We obtain, collect and process your Personal Data:

- To assess if you are fit to work or not fit to work (e.g. where you suffer from a health condition which may affect your working capacity);
- To provide you with adequate support at interview stage (e.g. if you have a health condition which may affect your ability to attend for interview).

5. DISCLOSURE OF YOUR PERSONAL DATA

We may disclose some or all of your Personal Data to the following parties:

- The HR team in the FSPO who are primarily responsible for recruitment matters;
- Individuals within the FSPO (typically Senior Managers) who are involved in recruitment matters such as screening applications and/or interviewing candidates;
- Your previous employer(s) (where you have listed them as your reference(s));
- Recruiters (where your application is being handled by a Recruiter);
- Outsourced service providers who assist the FSPO with recruitment initiatives and campaigns;

6. RETENTION OF YOUR PERSONAL DATA

Where you are a **successful job applicant**, the Personal Data generated by us and provided by you over the course of the job application/recruitment process will be retained by us for the purpose of your contract of employment. Such Personal Data will be retained in accordance with our Employee DataProtection Notice (which will be available to you when you commence employment).

Where you are an **unsuccessful job applicant**, we will retain your Personal Data for a period of up to 12 months from interview for unsuccessful candidates and 12 months from expiration of your panel, or from the most recent of the following events:

- You register as a candidate or register your details with us;
- You withdraw an application;
- We advise you your application has been unsuccessful; or
- You decline our offer of employment.

Please note that in certain circumstances, we may hold your data for a longer period, for example, if we are processing an ongoing claim or believe in good faith that the law or a relevant regulator may reasonably, in our view, expect or require us to preserve your Personal Data.

7. TRANSFER OF DATA

We may occasionally transfer data outside of the EEA (which may include the UK in the event of a no-deal Brexit) to countries where no adequacy decision exists where it is necessary for important reasons of public interest i.e. the performance of our functions. We will only do so where a legal basis exists including:

Where you have explicitly consented to the proposed transfer, after having been informed of the possible risks of such transfers; and / or,

Where the transfer is necessary for important reasons of public interest such as providing that we can satisfactorily perform our functions. It is not currently envisaged that your personal data will be transferred outside of the EEA except where you are living outside of the EEA.

8. YOUR RESPONSIBILITIES

It is your responsibility to ensure that the Personal Data and information you provide to us is true and complete; any omissions or false information may result in the withdrawal of any offer of employment made to you or, if you have been hired, disciplinary action up to and including dismissal.

9. YOUR RIGHTS AND HOW TO EXERCISE THEM

You have a number of rights in relation to your Personal Data, which are set out in this section 9. In particular, these rights include the right to object to processing of your Personal Data where that processing is carried out for our legitimate interests. Note that in certain circumstances these rights might not be absolute.

RIGHT TO FURTHER INFORMATION

RIGHT OF ACCESS

You have the right to request a copy of the Personal Data held by us about you and to access the information which we hold about you.

RIGHT TO RECTIFICATION

You have the right to have any inaccurate Personal Data which we hold about you updated or corrected.

RIGHT TO ERASURE

In certain circumstances, you may also have your personal information deleted, for example if you exercise your right to object (see below) and we do not have an overriding reason to process your Personal Data or if we no longer require your Personal Data for the purposes as set out in this notice.

RIGHT TO RESTRICTION OF PROCESSING

You have the right to ask us to restrict processing your Personal Data in certain cases, including if you believe that the Personal Data we hold about you is inaccurate or our use of your information is unlawful. If you validly exercise this right, we will store your Personal Data and will not carry out any other processing until the issue is resolved.

RIGHT TO OBJECT

You have a right to object at any time to the processing of your Personal Data where we process your Personal Data on the legal basis of pursuing our legitimate interests.

You can exercise any of these rights by e-mailing dataprotection@fspo.ie

10. QUESTIONS REGARDING THIS NOTICE

If you have any concerns about the way your Personal Data is being used or processed by FSPO, please e-mail dataprotection@fspo.ie.

If, after this, you are not satisfied by the effort and response by the FSPO you have the right to lodge a complaint with the Data Protection Commission. Please see www.dataprotection.ie for further information.

11. CHANGES TO THIS NOTICE

If we amend this notice, in whole or part, at our sole discretion, any changes will be effective immediately upon notifying the revised notice to you.

If at any time we decide to use your Personal Data in a manner significantly different from that stated in this notice, or otherwise disclosed to you at the time it was collected, we will notify you and you will have a choice as to whether or not we use your Personal Data in the new manner.