

## DATA PROTECTION NOTICE

### Introduction

Lough Eske Castle has created this data protection notice as the controller of candidates' personal data to demonstrate our firm commitment to privacy and to inform candidates about the information we collect and process in connection with their application. If you have any queries about this notice, please contact our Data Compliance Coordinator on 0749743160.

This notice sets out an explanation of what information about you we process, why we process your information, with whom your information is shared and a description of your rights with respect to your information.

### What information do we process?

We need to keep and process certain information about you for application procedure and management purposes, to comply with our legal obligations and, where necessary, to protect our legitimate business interests. We will collect and process information from you during this recruitment process.

Personal data is normally obtained directly from you. In certain circumstances, it will, however, be necessary to obtain data from third parties, e.g. references from previous employers etc. Where relevant to the nature of the work, the organisation may make an application to the Garda Vetting Bureau for Garda clearance of an employee.

The categories of personal data we process and the legal bases for doing so are set out in more detail in the appendix to this notice.

### How do we use your information?

The information we hold and process will be used for management and administrative purposes. We keep it and use it to enable us to recruit and select the most suitable candidates for our business and to be able to make contact with them, effectively, lawfully and appropriately and protect candidates' rights and interests. This includes using your information to enable us to manage compliance with legal obligations, pursue our legitimate interests and protect our legal position in the event of legal proceedings against the company.

The uses we make of each category of your personal data, together with the legal bases we rely on for those uses are set out in more detail in the appendix to this notice.

Where there is a need to process your data for a purpose other than those set out in the appendix or otherwise outlined to you, we will inform you of this.

### How is your information shared?

Your information may be disclosed to third parties where we are legally obliged to do so. For example, we may confirm certain details as shared on your application with your referee for confirmation purposes.

More detailed information on how we share your personal data is set out in the appendix.

**Will your information be transferred abroad?**

Your information will not be transferred abroad.

**How long do we keep your information?**

Any personal data processed about you is retained only for as long as it is required. For further information regarding retention periods, please refer to the retention column in the appendix below.

**What happens if you do not provide us with your information?**

In some cases, you may decline to provide us with your personal data. However, if we believe that we require relevant information to effectively and properly recruit and select candidates for open positions, however we may not be able to continue our recruitment process with you if you decline to provide us with that personal data.

**Will you be subject to profiling or automated decision making?**

You will not be subject to automated decision making or profiling.

**What are your rights under data protection law?**

You have the following rights under data protection law, although your ability to exercise these rights may be subject to certain conditions:

- the right to receive a copy of and/or access the personal data that we hold about you, together with other information about our processing of that personal data;
- the right to request that any inaccurate data that is held about you is corrected, or if we have incomplete information you may request that we update the information such that it is complete;
- the right, in certain circumstances, to request that we erase your personal data;
- the right, in certain circumstances, to request that we no longer process your personal data for particular purposes, or object to our use of your personal data or the way in which we process it;
- the right, in certain circumstances, to transfer your personal data to another organisation;
- the right to object to automated decision making and/or profiling; and
- the right to complain to the Data Protection Commissioner.

**Further information**

If you have any queries in relation to this data protection notice, or if you have any concerns as to how your data is processed, please contact our Data Compliance Coordinator at 0749743160.

**Review**

This data protection notice will be reviewed from time to time to take into account changes in the law and the experience of the notice in practice.

**APPENDIX – DATA PROTECTION NOTICE**

CATEGORY/ELEMENTS OF DATA	PURPOSE FOR PROCESSING AND USES OF THE DATA	LEGAL BASIS FOR PROCESSING THE DATA	CATEGORIES OF RECIPIENTS	DURATION OF RETENTION
Application/CV	Used to determine if candidate has minimum requirements to move forward in the recruitment and selection process.	Legitimate	Human Resources and Department Head	2 years
Interview Notes	Used to determine if candidate has minimum requirements to move forward in the recruitment and selection process and measure/shortlist candidate's interview against other candidates.	Legitimate	Human Resources and Department Head	2 years
Reference and Referee Details	Recruitment standard, necessary for the performance of a contract and in the legitimate interests of the business in verification of suitability for position.	Legitimate	Human Resources and Department Head	2 years
Applications Held on File	Held for 2 years as candidate can take a claim against the company for up to 12 months and to account for possible delay in notification of a claim.	Legitimate	Human Resources	2 years
Applications Regretted	Held for 2 years as candidate can take a claim against the company for up to 12 months and to account for possible delay in notification of a claim.	Legitimate	Human Resources	2 years
Candidates who did not show for interview	Proof did not show for interview, and held as candidate can take a claim against the company for up to 12 months and to account for possible delay in notification of a claim.	Legitimate	Human Resources	2 years
Candidates who have expressed they are no longer interested in the role	Proof no longer interested and held as candidate can take a claim against the company for up to 12 months and to account for possible delay in notification of a claim.	Legitimate	Human Resources	2 years