

JOB APPLICANT PRIVACY NOTICE

As part of any recruitment process, Transparency International (TI) Ireland collects and processes personal data relating to job applicants. TI Ireland is committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

What information do we collect?

TI Ireland collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the Ireland.

TI Ireland may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

Data will be stored securely in a range of different places, including on your application record, management systems and on other IT systems (including email).

Why does TI Ireland process personal data?

TI Ireland has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process in order to recruit new staff. Processing data from job applicants allows us to recruit new employees, assess and confirm a candidate's suitability for a specific role and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims. We may also send you emails about your application through our email service provider.

TI Ireland may need to process your data to enter into a contract with you. In some cases, we need to process data to ensure that we are complying with its legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in Ireland before employment starts.

TI Ireland may process special categories of data, such as whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out our obligations and exercise specific rights in relation to employment. If your application is unsuccessful, TI Ireland may keep your personal data on file in case there are future employment opportunities for which you may be suited.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the recruitment team, interviewers involved in the recruitment process, relevant managers, and IT consultants if access to the data is necessary for the performance of their roles. Members of the TI Ireland Board may from time-to-time be involved in the recruitment process.

Where an applicant is shortlisted for a second-round interview, they may be asked to complete a psychometric assessment. Your personal data will be shared with an external consultant to coordinate the assessment. Such processing of your personal data will be on the basis of our legitimate interest.

Should your application for employment be successful and we make you an offer of employment, we will make enquiries with your former employers to obtain references for you.

How does TI Ireland protect data?

We take the security of your data seriously. We have 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. For more details, please see our data protection policy on the following webpage:

https://transparency.ie/sites/default/files/19.05.28_tii_dataprotectionpolicy_.pdf

For how long does TI Ireland keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for one year after the end of the relevant recruitment process. At the end of that period, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources 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.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data in a structured, commonly used, machine-readable format on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where TI Ireland is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Donncha Ó Giobúin at admin (at) transparency.ie. If you believe that the organisation has not complied with your data protection rights, you can complain to the Data Protection Commission.