

Privacy Notice: Recruitment of Employees

Introduction

Carlow College, St Patrick's (Carlow College) collects and creates various personal data during the recruitment of employees. This document comprises information we are obliged to provide to you under the General Data Protection Regulation (GDPR). Carlow College is the controller of data described in the Privacy Notice. 'We' and 'us' in this document refer to Carlow College.

Data processing

The following table summarises information we collect and create during recruitment processes, recipients, and the GDPR legal basis. We are obliged to identify a relevant legal basis for personal data processing, and an additional legal basis if special category personal data is processed e.g. health/disability information. Human Resources (HR) manages recruitment processes and potentially has access to all recruitment records.

Data / purpose of processing	Data access	Legal basis
The Selection Committee will receive your CV and cover letter to assess your application, and will conduct shortlisting and interviews. The Selection Committee will also have access to supporting material, such as results of any other assessments that are conducted.	Selection Committee, HR	Article 6(1)(b) – contract
Accessibility requirements. Carlow College is a protected structure and applicants are invited to inform us of accessibility requirements. This data is used solely to organise interviews.	HR	Article 6(1)(b) – contract; Article 9(2)(a) – explicit consent
Applicants are asked to provide details of referees who can be contacted to validate work records and/or comment on suitability. Carlow College usually contacts referees once it has been decided to offer you a post. The HR Office will confirm with you that you are agreeable to your referees being contacted.	Referees, HR	Article 6(1)(b) – contract
Qualifications. You will be asked to supply copies of your qualifications if we decide to offer you a post.	HR	Article 6(1)(b) – contract
Garda (or police) vetting. Vetting must be conducted if a post brings employees into contact with children or vulnerable adults. Vetting will be conducted, with your consent, after a provisional offer of employment is made. Vetting is conducted in accordance with Carlow College's Garda Vetting Policy . The Policy details the process followed, and data recipients, if criminal record information is returned.	Designated Liaison Person (HR), see Garda Vetting Policy	Article 6(1)(c) – legal obligation
A pre-employment medical assessment may be carried out by Carlow College's Occupational Health Provider (OHP). The OHP will be provided with your contact details. The OHP certifies whether or not you are medically fit to carry out the duties of the post. This information is supplied to the HR Office. The	Occupational Health Provider; HR	Article 6(1)(b) – contract Article 9(2)(h) – assess the working capacity of employees

OHP does not return a detailed report and is bound by its own confidentiality procedures.		
Other statutory forms and processes necessary for recruitment.	HR	Article 6(1)(b) – contract
Contract signing. The College President and HR sign contracts of employment on behalf of Carlow College.	President’s Office, HR	Article 6(1)(b) - contract
Joint appointments. In the event of a joint appointment, a copy of recruitment records will be shared with the HR Office of the relevant organisation.	HR Office of partner; HR	Article 6(1)(b) - contract

Recipients of your data

As part of the recruitment process, your data may be shared with individuals inside and outside Carlow College. We will ensure that recipients are as required or permitted by law or court order only. We will ensure that a data processing contract is in place, where required, to protect your data.

Data transfers outside the European Economic Area (EEA)

This happens only in limited circumstances e.g. where a Selection Board member or your referees are outside the EEA. We will ensure that an appropriate arrangement is in place if your data is transferred outside the EEA.

Retention period for data

Retention periods are outlined in Records Retention Schedules. For unsuccessful applicants who are not existing employees of Carlow College, records are retained for 12 months after the relevant recruitment process has ended. For successful applicants and existing employees of Carlow College, their application, contract and documents required for completion of the recruitment process, are transferred to an employee file and managed in accordance with the [Privacy Notice for Employees](#). If a panel is formed, records are retained for the duration of the panel, which is generally 12-18 months.

What happens if you decline to provide us with information?

You may decline to provide us with information on some occasions. If it is believed that the information is required, Carlow College may not be in a position to continue the recruitment relationship with you. You will be notified of the requirement to provide data in such circumstances.

What are your Data Protection rights?

You have the following rights under Data Protection laws. Some rights are subject to restrictions:

- To receive information about how we process your data
- To access data we hold about you
- To rectify incomplete or incorrect data
- To erase data
- To object to data processing
- To restrict data processing
- Data portability
- Rights in relation to automated decision-making and profiling

Carlow College does not use automated decision-making during recruitment.

Contact us

If you would like to submit a Data Protection request or would like further information about this Privacy Notice, please contact:

Bernie Deasy,

Data Protection Officer,

Carlow College, St Patrick's

College Street,

Carlow.

dataprotection@carlowcollege.ie

059-9153200

How to make a complaint

If you are unhappy with how your data has been processed, you are encouraged to contact us in the first instance. However, you have the right to complain to the Data Protection Commission:

Data Protection Commission

Canal House,

Station Road,

Portarlinton,

Co. Laois.

info@dataprotection.ie

076-104800 / 1890 25 22 31

Version History

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