



## Employment Candidate Privacy Notice

## **Introduction**

Your privacy is extremely important to us. This privacy notice explains how Mary Immaculate College (MIC) collects, uses and shares personal data (i.e. information that can be used to identify you as an individual). It also explains your rights under data protection law in relation to the processing of your data. The College is the data controller of your personal data and is subject to the Data Protection Acts 1988 to 2018 and the General Data Protection Regulation (GDPR).

## **General statement**

The College fully respects your right to privacy and actively seeks to preserve the privacy rights of those who share information with the College. Any personal data you provide to the College will be treated with the highest standards of security and confidentiality, in accordance with the GDPR. Your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Maintained only for as long as necessary for the purposes we have told you about, i.e. in relation to the recruitment exercise. The [MIC Records Retention Schedule](#) outlines how long data is retained.
- Kept securely and protected against unauthorised or unlawful processing and against loss or destruction using appropriate technical and organisational measures.

If you have any specific queries about the purpose for which your information is to be used, you should contact our Data Protection Officer before submitting the information (see contact details below).

## **Legal basis for processing personal data**

Under data protection law, we are required to ensure that there is an appropriate legal basis for the processing of your personal data, and to let you know what that basis is. It is in our legitimate interests to decide whether to appoint you to the role since it would be beneficial to our business to appoint a suitable candidate to that role. We also need to process your personal data to decide whether to enter into a contract with you.

Having received your CV and covering letter and the results from any tests you took, we will then process that data to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is suitable to invite you for an interview. If we decide to call you for an interview, we will use the data you provide to us at

the interview to decide whether to offer you the role. If we decide to offer you the role, we may then take up references and/or any other check before confirming your appointment.

Whilst we rely on legitimate interest as the legal basis for processing where this is not overridden by the interests and rights or freedoms of the data subjects concerned, we recognise that it is not the only lawful ground for processing data. As such, where appropriate, we will sometimes process your data on an alternative legal basis. For example, to fulfil contractual and educational obligations or where you have given us explicit consent to process your data.

## **Why do we collect your personal data?**

We will use the personal data we collect about you to:

- Assess your skills, qualifications, and suitability for the role.
- Carry out background and reference checks, where applicable.
- Communicate with you about the recruitment process.
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.

## **How do we collect your personal data?**

We collect personal data about candidates from the following sources:

- You, the candidate.
- Your named referees, from whom we collect the following categories of data: full name, periods of previous employment, performance during previous employment.

## **The kind of data we hold about you**

In connection with your application, we will collect, use and store the following categories of personal data about you:

- The data you have provided on our application form, including name, title, home/term address, telephone number, personal email address, date of birth, gender, employment history, qualifications (certified copy of academic transcript), evidence of awards position on the NQF, Leaving Certificate copy or results, nationality, general achievements, leisure interests, passport photograph and any personal data provided to us about you by your referees.

## **What personal data do we process?**

The categories of personal data collected include:

- Name, addresses, phone numbers, date of birth, nationality, PPS No

- Information gathered in the course of your application, including contact details and qualifications;
- Course application details, schools attended, previous examination results;

## **How do we use your personal data?**

The College processes your data, including your photograph, during your application in order to:

- Assess your skills, qualifications, and suitability for the position.
- Carry out background and reference checks, where applicable.
- If successful communicate with you about the employment process.
- Keep records related to our selection process.
- Comply with legal or regulatory requirements.

## **How we use sensitive personal data?**

We will use your sensitive personal data only in so far as we are permitted by Law to do so:

- We will use data about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during a test or interview.
- We will use data about your nationality or ethnicity, to assess whether a work permit and a visa will be necessary for the role.

## **Automated decision-making**

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

## **If you fail to provide personal data**

If you fail to provide personal data when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we may not be able to process your application further. For example, if we require references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

## **Who do we share your personal data with?**

We will only share your personal data with the following third parties for the purposes of processing your application. All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal data in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

## **Data Security**

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we

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limit access to your personal data to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal data on our specific instructions and they are subject to a duty of confidentiality. Details of these measures may be obtained from our website privacy notice.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

## **Your rights**

Under the GDPR, you have the following rights, subject to certain restrictions, in relation to your personal data:

- The right to access the personal data we hold about you.
- The right to request the rectification or erasure of the personal data we hold about you, in certain circumstances.
- The right to restrict the use of the personal data we hold about you in certain circumstances.
- The right to object to the processing of the personal data we hold about you in certain circumstances.
- The right to receive your personal data, which you provided to us, in a structured, commonly used and machine-readable format or to require the College to transmit that data to another controller in certain circumstances.
- The right to withdraw your consent at any time, where the College's processing of your personal data is based on your consent.

You may exercise your rights by contacting our Data Protection Officer at [dataprotection@mic.ul.ie](mailto:dataprotection@mic.ul.ie) or submitting a [Subject Rights Request Form](#). In order to protect your privacy, you may also be asked to provide suitable proof of identification. For further details on your data privacy rights, please refer to [www.dataprotection.ie](http://www.dataprotection.ie)

## **Review**

This statement should not be construed as a contractual undertaking. The College reserves the right to review and amend this notice at any time and you should therefore re-visit this notice on our website from time to time.

## **Queries and complaints**

Any queries or concerns in relation to the processing of your personal data by the College should be addressed to:

Elaine Mulqueen  
**Data Protection Officer**  
Mary Immaculate College  
South Circular Road, Limerick

Email: [dataprotection@mic.ul.ie](mailto:dataprotection@mic.ul.ie) Telephone: (061) 204511

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You also have the right to lodge a complaint with the Office of the Data Protection Commission by contacting the office at [info@dataprotection.ie](mailto:info@dataprotection.ie) or by writing to the Data Protection Commissioner, Canal House, Station Road, Portarlinton, Co. Laois.