

Data Protection Notice for Recruitment Candidates

Overview

This privacy notice explains how Ballina 2023 collects, stores, uses and shares your personal data. It also explains your rights in relation to the personal data we hold. Ballina 2023 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 2016/679.

For information on your rights as a Data Subject, please see the website of the Data Protection Commission: <https://www.dataprotection.ie/>.

As a candidate (job applicant) some of your personal data will be processed by Ballina 2023. This data is collected from a variety of sources, mainly from yourself, but may also come from other sources e.g. your former employer(s). Ballina 2023 may share information between different internal departments for operational reasons only as is necessary and proportionate for the purposes intended.

What information do we collect about you?

The types of personal data collected by Ballina 2023 may include:

- Name
- Date of birth (if provided)
- Nationality (if provided)
- Address
- Telephone number
- Email Address
- Details of previous employers
- Schools/Colleges attended
- Qualifications
- Job application details and CV
- Citizenship and Work Permit number (if applicable)

How do we use the information about you?

The purposes for which Ballina 2023 may process your personal information include:

- Ballina 2023 processes your personal data for normal recruitment purposes. The information we hold and process is used to assess eligibility for the role applied for. We keep and use it to enable us to fulfil our obligations as a contractor, and manage our relationship with you effectively, lawfully and appropriately, during the recruitment process.
- Where Equality, Diversity and Inclusion information is voluntarily provided, Ballina 2023 will only ever share this information with third parties in a non-identifiable aggregated format for statistical insight.

Under data protection law Ballina 2023 is required to ensure that there is an appropriate legal basis for the processing of your personal data, and we are required to let you know what that basis is. The primary bases that we use are:

- processing that is necessary for the performance of our contract with you as an employer conducting a recruitment process
- processing that is required under applicable law
- processing that is necessary in the public interest and
- processing where we have your consent.

Does Ballina 2023 share your data with any third parties?

Below are some examples of when Ballina 2023 may release data about you to third parties (i.e. outside Ballina 2023) where we have a legitimate reason in connection with your employment/potential employment/former employment to do so.

Ballina 2023 may share your relevant personal data with bodies including the following:

- Data Processors (sub-contractors used by Ballina 2023 in order to carry out a function on behalf of the company e.g. cloud services provider Microsoft etc.)
- Former employers (to obtain References with your consent)
- Interview Board members
- Auditors
- Funding bodies

This is not an exhaustive list and any other disclosures to third parties not listed here are made only where there is legitimate reason to do so and in accordance with the law.

What are your rights under Data Protection Law?

You have the following rights, subject to certain exemptions, in relation to your personal data:

Right	Explanation
Information	The right to be informed about the data processing Ballina 2023 does.
Access	The right to receive a copy of and/or access the personal data that Ballina 2023 holds about you.
Portability	You have the right to request that Ballina 2023 provides some elements of your personal data in a commonly used machine readable format in order to provide it to other organisations.
Erasure	The right to erasure of personal data where there is no legitimate reason for Ballina 2023 to continue to process your personal data.
Rectification	The right to request that any inaccurate or incomplete data that is held about you is corrected.
Object to processing	You can object to the processing of your personal data by Ballina 2023 in certain circumstances, including direct marketing material.
Restriction of processing concerning the data subject	You can request the restriction of processing of personal data in specific situations where: <ul style="list-style-type: none"> i. You contest the accuracy of the personal data; ii. You oppose the erasure of the personal data and request restriction instead; iii. Where Ballina 2023 no longer needs the data but are required by you for the establishment, exercise or defence of legal claims
Withdraw Consent	If you have provided consent for the processing of any of your data, you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your

	consent was withdrawn. This can be done by contacting Ballina 2023 at ballina2023@gmail.com .
The right to complain to the Data Protection Commissioner	You have the right to make a complaint in respect of our compliance with Data Protection Law to the Office of the Data Protection Commissioner.

In order to exercise any of the above rights please contact us using the contact details set out below.

Data Retention

Ballina 2023 will retain your personal data in accordance with our Data Retention Policy. This policy operates on the principle that we keep personal data for no longer than is necessary for the purpose for which we collected it. In the case of unsuccessful job applicants, personal data processed for the purposes of recruitment, the records are retained for 12 months.

Security

We are committed to ensuring that your personal data is secure with us and with the data processors who act on our behalf. We are continuously taking technical and organisational steps to better protect your information.

How will Ballina 2023 contact you?

We may contact you by telephone, email or post.

For information on your rights as a Data Subject, please see the website of the Data Protection Commission: <https://www.dataprotection.ie/>.

Questions & Complaints

If you feel as if your information was not treated in accordance with the Data Protection Acts and GDPR Legislation, you should report this to the Data Protection Officer at Mayo County Council by emailing dataprotection@mayococo.ie.

How to contact us

Data Controller: Please contact us if you have any questions about the information we hold about you or to request a copy of that information:

Name: Claire Raftery

Email: dataprotection@mayococo.ie.

Phone: 094 9064532

Office of the Data Protection Commissioner:

- www.dataprotection.ie
- By email: info@dataprotection.ie
- In writing: Data Protection Commission, 21 Fitzwilliam Square South, Dublin 2, D02 RD28 •
Tel: +353 57 868 4800 or +353 761 104 800