



# Lycée Français d'Irlande

## Job Applicant Privacy Policy

<b>ORGANISATION:</b>	Lycée Français d'Irlande
<b>POLICY APPLIES TO:</b>	<u>Collège et Lycée:</u> Lycée Français d'Irlande, Roebuck Road, Dublin 14 <u>Maternelle et Élémentaire:</u> Lycée Français d'Irlande, Foxrock Avenue, Dublin 18
<b>LOCATION:</b>	Roebuck Road, Dublin 14
<b>PRIVACY COORDINATOR:</b>	John Coleman
<b>AUTHORISED BY:</b>	Board of Management of Lycée Français d'Irlande
<b>AUTHORISED DATE:</b>	
<b>REVIEW DATE:</b>	

# **CONTENTS**

- **Overview**
- **What information does the school collect?**
- **How does the school collect personal data?**
- **Where does the school store personal data?**
- **Why does the school process personal data?**
- **Who has access to data?**
- **How does the school protect data?**
- **For how long does the school keep data?**
- **Your rights**
- **What if you do not provide personal data?**
- **Conclusion**

## **Overview**

Lycée Français d'Irlande (also referred to in this policy as “the school”) collects and processes personal data relating to all job applicants for the purposes of running recruitment processes. The school is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. In order to meet our requirements under The General Data Protection Regulation 2016/679 (“GDPR”), we are obliged to inform you about the processing of your personal data.

## **What information does the school collect?**

The school collects and processes a range of information about you when you apply for a position in the school. This includes:

- your name, address and contact details (including email address and telephone number), date of birth and gender;
- details of your qualifications, training and certification records, skills, experience and employment history, including start and end dates, with previous employers and with the school;
- information about your remuneration, including entitlement to benefits;
- information about your entitlement to work in Ireland;
- information about medical or health conditions, including whether or not you have a disability for which the school needs to make reasonable adjustments.

## **How does the school collect personal data?**

The school collects this information in a variety of ways. For example, data is collected:

- on application forms;
- from CVs;
- through interviews;
- through third party recruitment companies; and
- from former employers by means of references (this will only occur once a job offer has been made and you will be informed beforehand).

## **Where does the school store personal data?**

Data is stored in a range of different places, including:

- on your application form;
- in notes made by management for the purposes of considering your application; and
- in other relevant IT systems (including the school's email system).

## **Why does the school process personal data?**

The school needs to process your data to consider you for employment and contact you about interviews or with follow up queries regarding your application.

Prior to entering into an employment contract with you, the school will be required to process certain personal information. In some cases, the school needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check an employee's entitlement to work in Ireland.

The processing of your personal data so that you may be considered for employment is carried out under Article 6 (1.f) of the GDPR, which provides for lawful processing where it “is necessary for the purposes of the legitimate interests pursued by the controller”.

It is necessary for the school to process certain types of sensitive information. In each case this is carried out under Article 9 (2.b) of the GDPR, which states that sensitive information may be processed if it “is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law”.

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out employment law obligations, such as those in relation to employees with disabilities and for health and safety purposes, or for the purposes of ensuring an employee’s fitness for work, such as a vision test for colour recognition.

#### **Who has access to data?**

Your information will be shared internally with management for the purpose of processing your application form and considering you for employment.

Should your application be successful, we will then share your personal data with third parties such as former employers for the provision of a reference. Your personal data will also be passed internally to our HR department so that a personnel file can be set up, and for arranging payments to you.

#### **How does the school protect data?**

The school takes the security of your data seriously. The school has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by those parties listed in this policy in the performance of their duties.

#### **For how long does the school keep data?**

Unsuccessful applications will be retained for a period of 12 months for the purpose of considering you for future suitable positions that may arise in the school. After this 12 month period, your information will be destroyed. You may issue us at any stage with a request to erase your personal data and we will comply immediately.

#### **Your rights**

As a data subject, you have a number of rights. These include:

- The right to have personal information processed in a concise, transparent, intelligible and easily accessible form, using clear and plain language;
- The right to be informed: the school needs to tell you what data it is using, why it is using it and for what purpose, as well as informing you of the details of any third parties in receipt of data from the school;
- The right of access: you can see what data of yours is being processed by the school if you so request;
- The right of rectification: you can have incorrect data about you that the school is using corrected;
- The right to erasure (or right to be forgotten): you can issue a request to the school requesting the erasure of your personal data. The school will comply with this request unless there are overriding legitimate grounds for continued processing;
- The right to restrict processing: you can ask the school to stop using your data unless it has a legitimate lawful purpose for continuing to do so;
- The right to data portability: you have the right to move your data to another controller;
- The right to object: you can object to the use of your data and the school must stop using it unless it has an overriding legitimate reason to continue;

- The right not to be subject to automated decision making, including profiling;
- The right to make a complaint; and
- The right to judicial remedy.

If you would like to exercise any of these rights, please contact the school's Privacy Coordinator.

If you believe that the school has not complied with your data protection rights, you can complain to the Data Protection Commissioner by contacting:

Tel: 1890 25 22 31

Email: [info@dataprotection.ie](mailto:info@dataprotection.ie)

Or you can download a "Raise a Concern" Form by going to:

[https://www.dataprotection.ie/documents/gdpr\\_forms/Raise\\_a\\_Concern\\_with\\_Us\\_Form.pdf](https://www.dataprotection.ie/documents/gdpr_forms/Raise_a_Concern_with_Us_Form.pdf)

#### **What if you do not provide personal data?**

You are not under any statutory or contractual obligation to provide the school with your personal data. It is your decision what information you share. However, if you do not provide personal information, this will hinder the school's ability to consider you for employment and may prevent your application form from being processed altogether.

#### **Conclusion**

At Lycée Français d'Irlande, we take privacy seriously and we respect individuals' rights and freedoms. Should you be concerned about your rights, or have any questions relating to this policy, you should contact the school's Privacy Coordinator.

The school reserves the right to update or amend this policy at any time deemed appropriate to reflect any changes in our processing.