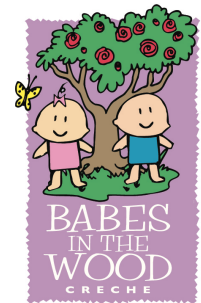


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# GDPR Privacy notice for job applicants

REV. 05.2018

## Introduction

As part of any recruitment process, Tommar Creche LTD T/A Babes in the Wood Creche collects and processes personal data relating to job applicants. The organization is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulation (GDPR). The purpose of this privacy notice is to make all job applicants aware of how and why we collect and use your personal information, both during and after a job application process.

## What information does the organization collect?

The organization 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;
- whether or not you have a disability for which the organization needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in Ireland
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

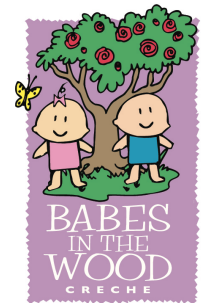
The organization collects this information in a variety of ways. For example, data might be contained in application forms, CVs, or identity documents. The organization will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers including information from criminal records checks. The organization will seek information from third parties only once a provisional job offer to you has been made and will inform you that it is doing so. Data will be stored on your application record and on IT systems (including email).

## Why does the organization process personal data?

The organization needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you and during your employment.

In some cases, the organization needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in Ireland before employment starts. The organization has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the organization to manage the recruitment

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process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job.

The organization may also need to process data from job applicants to respond to and defend against legal claims. Tommar Creche LTD relies on legitimate interests as a reason for processing data and has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The organization processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment. Where the organization processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes. The organization is obliged to seek information about criminal convictions and offences through Garda Vetting process. Where the organization seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to Child Protection policies.

The organization will not use your data for any purpose other than the recruitment exercise for which you have applied.

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

Your information will be shared internally for the purposes of the recruitment exercise. This includes management and interviewers involved in the recruitment process. The organization will not share your data with third parties.

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

The organization takes the security of your data seriously. It has 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. Personal data is store on premise at: Babes in the Wood Creche, Cedarbrook Walk, Cherry Orchard, Dublin 10.

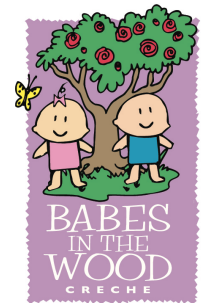
#### **For how long does the organization keep data?**

If your application for employment is unsuccessful, the organization will hold your data on file for six months after the end of the relevant recruitment process. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

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

- access and obtain a copy of your data on request;
- require the organization to change incorrect or incomplete data;
- require the organization to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;

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- object to the processing of your data where the organization is relying on its legitimate interests as the legal ground for processing; and
- ask the organization to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organization's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact [mail@babesinthewoodceche.com](mailto:mail@babesinthewoodceche.com) or write to manager at: Babes in the Wood Creche, Cedarbrook Walk, Cherry Orchard, Dublin 10.

If you believe that the organization has not complied with your data protection rights, you can complain to the Irish Data Protection Authority. What if you do not provide personal data? You are under no statutory or contractual obligation to provide data to the organization during the recruitment process. However, if you do not provide the information, the organization may not be able to process your application properly or at all.

I understand how Tommar Creche LTD deal with my data:

\_\_\_\_\_  
Applicant's name:

\_\_\_\_\_  
Date: