



The CRC delivers a range of services to children and adults with disabilities both nationally and locally through our centres in Dublin, Limerick and Waterford and our Outreach Services. The mission of the CRC is that by working together we make a positive difference to the lives of people with disabilities, their families and carers. Our vision is that people with disabilities achieve their potential and live full lives as equal and valued citizens.

Job Applicant Privacy Notice

As part of any recruitment process, the Central Remedial Clinic (CRC) collects and processes personal data relating to internal and external job applicants. The aim of this Privacy Notice is to explain how the CRC relevant to the job in question, collects and uses your personal data and to outline your rights as a data subject. The CRC is committed to being transparent about how it collects and uses your personal data and to meeting its data protection obligations.

WHAT PERSONAL INFORMATION DO WE COLLECT?

For the purpose of the Data Protection Acts 2018 (the DPA) and General Data Protection Regulation (EU) 2016/679 (the GDPR): Central Remedial Clinic is a Data Controller as an employer.

We collect the following types of personal data from you applying to work with us:

- Information you may provide in your CV, a cover letter, your name and contact details

CRC may collect this information in a variety of ways. For example, data might be contained in application forms, cover letters and CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

CVs should include information relevant to your employment history and education (degrees obtained, places worked, positions held, relevant awards, and so forth). We ask that you do not disclose sensitive personal data (e.g. gender, height, weight, medical information, religion, philosophical or political beliefs, financial data) in your application.

When you apply to work for the CRC, we may obtain data such as pre-employment checks and health and character information may be sought from previous employers, clinicians. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

WHY DO WE COLLECT THIS INFORMATION?

We need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you. In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in Ireland before employment starts.

CRC 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 us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job.

We will use this information:

- To create a candidate profile for you if you are a prospective employee or volunteer;
- To communicate with you;
- To process employment applications, including by assessing qualifications, verifying information, conducting reference or other employment-related checks.

WHAT IS THE LAWFUL BASIS FOR PROCESSING YOUR DATA?

The legal basis for the processing of your personal data is:

- To enable the CRC to fulfil its legal and contractual obligations in its capacity as employer or in order to take steps at the request of the data subject prior to entering into a labour contract.
- Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the CRC or of the data subject in the field of employment;
- Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee;
- Processing necessary for the establishment, exercise or defence of legal claims.

WHERE DO WE STORE THIS INFORMATION?

Your data may be stored within electronic or paper records, or a combination of both. All our records have restricted access controls, so that only those individuals who have a need to know the information can get access. Processing, hosting and storage of your data takes place in CRC Clontarf which is located in Dublin, Ireland.

WHO DO WE SHARE THIS INFORMATION WITH?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process and managers in the business area with a vacancy.

We will not share your data with third parties unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you and employment background check providers to obtain necessary background checks. We will not transfer your information outside the EU or EEA.

HOW LONG DO WE KEEP HOLD OF YOUR INFORMATION?

If your application for employment is unsuccessful, the organisation will hold your data on file for 1 year after the end of the relevant recruitment process. At the end of that period your data is securely destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

WHAT ARE YOUR RIGHTS WITH RESPECT TO YOUR PERSONAL DATA?

You are entitled to receive information from the CRC regarding the CRC's treatment of the personal data concerning you. You have the right to access and obtain a copy of your data, to request rectification and/or erasure of your personal data or restriction and/or objection to processing as well as the right to data portability. To exercise your rights, you can contact CRC's HR Department or CRC's Data Protection Officer (DPO) dpo@crc.ie.

In the event you wish to complain about how we have handled your personal data, CRC's DPO will investigate your complaint and work with you to resolve the matter. You also have the right to lodge a complaint with the Data Protection Commission (DPC) via their website www.dataprotection.ie.

You are under no statutory or contractual obligation to provide data to the CRC during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.