

## Applicant Privacy Notice

Document Reference and Version Number	02.2021
Purpose	To ensure that applicants to positions within IADT are familiar with our processes in relation to the collection of personal data in line with Data Protection Legislation
Commencement Date	August 2021
Date of this Review	July 2021
Who needs to know about this document	All applicants to positions within IADT
Revision History	Last Revision – 2019
Policy Author	Information Officer
Policy Owner	Directorate of Corporate Affairs

## Applicant Privacy Notice

For the purpose of this Privacy Notice, the Institute of Art Design & Technology (IADT) is the 'Data Controller' of the personal data you provide to us. This privacy notice relates to the collection, storage and use of your personal data in relation to our recruitment activities.

Additional privacy notices relating to our employee focussed activities, student focussed activities and other business activities are available separately. IADT reserves the right to make any updates and/or amendments to this privacy notice at any time, therefore we encourage candidates to review it regularly and ensure that they are fully aware of the privacy notice in operation at any particular time.

## Data collected for the purposes of recruitment activities

IADT conducts recruitment processes to fill vacancies within the institute. When applying for these competitions applicants are asked to submit a range of documents, e.g., a completed application form, CV and/or a personal statement or cover letter. For the purposes of recruitment activities, we will not collect any personal data that we do not need to assess your candidature for a role with us.

All applicants will register interest for each competition via IADT's Vacancy page on our website, which will have an individual link to each competition via IADT's E-Recruit portal page.

## Legal Basis for Processing

IADT's legal basis for the processing of this data is a combination of individual consent, contractual necessity and legal obligations.

## Withdrawal of Consent

Applicants can withdraw their consent for the processing of their personal data at any time by notifying the Institute. It is important to note that withdrawal of consent prior to the completion of the process will be considered as a withdrawal of the application.

## Why we need your data

Once you have made the decision to apply directly for a role or for a panel for future employment with us, IADT will need to know your basic personal data so that we can make contact with you. From the point of submission, IADT will also retain and refer to a copy of your CV, cover letter and any other documentation by which we can assess your candidature. We do not use any type of automatic profiling as part of the recruitment process.

## What we do with your data

All the personal data collected for both recruitment and HR purposes is processed by people who are directly employed by IADT and are based in Ireland.

As a public sector body, there are occasions where we may avail of recruitment via Public Service Appointments or other recruitment agencies (or any such agency that we choose to use specific to the requirements of the job). In these instances, the Public Service Appointments or other agency will set out their own, General Data Protection Regulation (GDPR) compliant privacy statement for how they collect, retain and use data for the purpose of recruiting on our behalf.

### Shortlisting

HR draft up the shortlisting documents and provide the initial screening to determine if a person meets the essential criteria of the competition.

A shortlisting panel is generally made up of two senior grade staff members from the relevant department for which the role is being recruited. If deemed necessary the screening panel may consult with suitable externs.

### Sharing of your data

Where you have been successfully shortlisted for a post, each interview panel member will be furnished with a password protected soft copy or hard copy of the relevant information of those who will be attending interview in order that they can review applications in advance of the interview process. This information must be deleted and/or returned to IADT and shredded following the competition process. Some of the interview panel will be external interviewers, who are not employees of IADT but are engaged for the purpose and are strictly subject to the rules and policies of the Institute.

In terms of online copies of application data and IT hosting and maintenance, all information is located on servers within the European Union managed by our trusted third party who adhere to all GDPR standards. No subsequent parties have access to your personal data unless the law allows them to do so and/or we are taking counsel on your application by our legal or professional advisors. We have a clear Data Protection policy in place to oversee the effective and secure processing of your personal data.

### How long we keep your data

#### Applications that do not meet the screening/shortlisting Criteria:

All personal details and application history for such candidates will be retained for a period of 18 months after notifying candidates.

#### Applications that are withdrawn from the interview process:

Withdrawal following the completion of the contract will require some data to be held for a period of 18 months.

#### Applications where candidates are not offered the position

We will retain all personal details for unsuccessful candidates for a period of up to 18 months after interviews have been held.

## Applications that are successful at interview or are placed on a ranked panel

In some cases, a ranked panel of suitable applicants is retained for 12 months from the date of the interview.

Candidates who are successful at interview and accept an offer of a position become employees and the relevant privacy notice moves to that relating to employee focused HR activities. The retention period for this type of personal data will change in line with our records retention policy which is available to staff. Additional information to that required for the Core Portal E-Recruit system will be required for inclusion in the employee contract for successful applicants.

## Statistics

We keep certain statistics (in anonymised form) indefinitely from all competitions such as equality statistics on the total number of candidates applying for a post: male: female, the total shortlisted and the total withdrawals.

## Entitlements of Applicants

IADT is fully aware of GDPR requirements and all related data is managed in compliance with the relevant regulations. The entitlements of applicants are outlined below.

### Access

Applicants can request and receive access to their data at any time and can request and receive a copy of this data, in electronic/transferable format.

### Erasure

Applicants can request the data held be erased. In this case, the application for a position is considered to be withdrawn.

### Rectification

Applicants can have any incorrect information corrected.

### Objection / Withdraw

Applications can object to this information being processed and/or can request to withdraw from the application process

### Complaint procedure

Applicants can make a complaint to our internal Data Protection Officer "DPO".

### IADT DPO Contact Details

Email: [dataprotection@iadt.ie](mailto:dataprotection@iadt.ie) or

Tel: 01 239 4947 or c/o +353 1 239 4619

Data Protection Officer, IADT, Kill Avenue, Dun Laoghaire, Co. Dublin, A96 KH79

and/or make a complaint to the relevant authority

Data Protection Commission, 21 Fitzwilliam Square South, Dublin 2, D02 RD28  
Tel: +353 (0) 761 104 800

For further information on Data Protection:

The website of the Data Protection Commissioner – [www.dataprotection.ie](http://www.dataprotection.ie) or

Make contact with the Office of the Data Protection Commissioner by phone on Telephone 1890 252231 or by email on [info@dataprotection.ie](mailto:info@dataprotection.ie).