

Data Protection Notice for Recruitment Candidates

Overview

This privacy notice explains how the Institute of Art Design and Technology (IADT) collects, stores, uses and shares your personal data. It also explains your rights in relation to the personal data we hold. The Institute of Art Design and Technology 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 further information on the Institute's Data Protection Policies and Procedures, please see our website <https://iadt.ie/about/your-rights-entitlements/gdpr/>

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 the Institute. 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), medical doctor.

The Institute 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 the Institute of Art Design and Technology include, inter alia:

- Name
- Address
- Telephone number
- Email Address
- Details of previous employers
- Current Salary (If candidate is a serving member in the public sector)
- Schools/Colleges attended
- Qualifications
- Job application details and CV
- Citizenship and Work Permit number (if applicable)
- IP address and the type of device you are using when visiting the Institute of Art Design and Technology website on a mobile device
- Date of Birth (Birth Certificate for superannuation)

Some of the information about you that the Institute holds is classified as special category data or sensitive personal data. In addition to the normal standards of confidentiality, we also carefully control access to sensitive data within the Institute so that it is only available to those staff who require it to perform their duties.

Special Categories of personal data may be included in the following, such as:

- Health Declaration Form (from the Pre-Employment Medical Examination) and health data for purposes of disability support and/or public health
- Information on criminal convictions and pending court cases (as provided through Garda Vetting or Criminal Conviction Declaration Form)
- Racial or ethnic origins (as image in CCTV footage or in Visa and immigration details)

If provided on a **voluntary basis** by the candidate at recruitment stage, the following Special Categories of personal data may be processed by the Institute for the purposes of monitoring our performance against our strategic goal to be an equal opportunities employer:

- Gender Identity
- Disability

How do we use the information about you?

The purposes for which Institute of Art Design and Technology may process your personal information include:

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

Under data protection law, we are 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 Institute of Art Design and Technology share your data with any third parties?

Below are some examples of when the Institute will release data about you to third parties (i.e., outside Institute of Art Design and Technology) where we have a legitimate reason in connection with your employment/potential employment/former employment

to do so.

Institute of Art Design and Technology may share your relevant personal data with bodies including the following:

- Data Processors (sub-contractors used by Institute of Art Design and Technology in order to carry out a function on behalf of the Institute, e.g., cloud services provider Microsoft, Occupational Health Service, etc.)
- Former employers (to obtain References with your consent)
- Interview Board members
- Auditors
- Research 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 the Institute does.
Access	The right to receive a copy of and/or access the personal data that the Institute holds about you.
Portability	You have the right to request that the Institute provides some elements of your personal data in a commonly used machine-readable format in order to provide it to other organizations.
Erasure	The right to erasure of personal data where there is no legitimate reason for the Institute 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 the Institute in certain circumstances, including direct marketing material.

Restriction of processing concerning the data subject	<p>You can request the restriction of processing of personal data in specific situations where:</p> <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 the Institute no longer needs the data but are required by you for the establishment, exercise or defense of legal claims.
Withdraw Consent	<p>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 the Department who obtained that consent or the Institute 's Data Protection Officer (contact details below).</p>
The right to complain to the Data Protection Commissioner	<p>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.</p>

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

Data Retention

The Institute will retain your personal data in accordance with our [Records Management, Retention and Destruction 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 organizational steps to better protect your information.

Website Privacy Policy

The Institute of Art Design and Technology [website privacy policy](#) explains how data may be gathered about users of the Institute 's website.

How the Institute of Art Design and Technology will contact you?

We may contact you by telephone, email or post.

Further Information

For further information on the Institute 's Data Protection Policies and Procedures, please see our website <https://iadt.ie/about/your-rights-entitlements/gdpr/>

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 are unhappy with the Institute 's handling of your personal data, or believe that the requirements of data protection legislation may not be fully complied with, you should contact the Institute 's Data Protection Officer in the first instance. You also have the right to submit a complaint to the Data Protection Commissioner.

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.

Data Protection Officer, IADT –

- By email: dataprotection@iadt.ie
- In writing: Data Protection Officer, IADT, Kill Avenue, Dun Laoghaire, Co Dublin A96 KH79
- Tel: +353 1 239 4947

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