

Data Protection Privacy Notice

for South Leinster Citizens Information Board Applicants



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Who are we?

We are:

South Leinster Citizens Information Service CLG.

Our company registered address is:

The Bridge Centre, Tullamore, Co. Offaly.

We are funded by:

The Citizens Information Board, a State agency, located at Georges Quay House, 43 Townsend Street, Dublin 2.

We provide:

Information, advice and assistance, and advocacy services.

This notice sets out the basis on which any personal data we collect from applicants for a role in the organisation, or from others, will be processed by us. Please read the following carefully to understand our practices regarding your personal data and how we will treat it.

For the purpose of the Data Protection Acts 1998-2018 and the General Data Protection Regulation (the GDPR) (EU 2016/679);

The data controller is:

South Leinster Citizens Information Service (SLCIS)

Our data protection contact is the Regional Manager:

Ms. Susan Ryan, SLCIS, The Bridge Centre, Tullamore, Co Offaly

The Chairperson, South Leinster Citizens Information Service, Tullamore CIC, The Bridge Centre, Tullamore, Co Offaly will be processing your data in relation to this position.

We will keep your **personal data** for no longer than is required or permitted.

What personal information do we collect from you?

We may collect a range of personal information from you, including:

- Biographical information
- Contact information
- Medical Information, where necessary.
- Information relating to your activities in the organisation
- Financial data, for example, bank account details.

You may give us personal data by:

- Applying for a role or roles in the organisation
- Providing information requested to chairperson and or regional manager
- Corresponding with us by phone, email or otherwise
- Taking part in training, surveys, performance appraisal processes
- Attending at an office where CCTV (Closed Circuit Television) is in operation

What information about you do we obtain from others?

When you apply for a role in the organisation, we may obtain, with your authorisation, the following categories of personal data from others:

- References from other organisations.

Why do we collect this information?

We collect the information in order to assess your suitability for a role within the organisation.

We may use this information:

- To shortlist applicants for roles
- To arrange assessments
- To conduct assessments
- To contact referees or gather references if required
- To keep you up-to-date and informed in relation to your application

The legal bases for the processing of your data are:

- Processing is necessary to recruit a person as board member.
- Processing is necessary for compliance with legal obligations, arising from statute and contract, to which we are subject.

From time to time, we may also collect sensitive or 'special category' data as part of your application for a role in the organisation. The legal basis for the processing of your special category data is:

- Processing is necessary to take steps at your request prior to entering into a contract
- Processing is necessary for compliance with legal obligations, arising from statute and contract, to which we are subject.

Who do we share this information with?

We may share your personal data with the Citizens Information Board and with other organisations. We attach at Schedule 1 a list of entities and categories of entities with which your personal data may be shared.

In addition, we may disclose your personal information to third parties:

- If there is a risk of serious harm to you, another person or to property
- If we are under a duty to disclose or share your information in order to comply with any legal obligation
- If we are required to give evidence in court
- To get legal advice or to defend a legal right
- In the event of a disclosure relating to child abuse

You may complain to the Data Protection Commission if you are unhappy about the way we have processed your **personal data**.

How long do we keep hold of your information?

The time periods for which we retain your information depends on the type of information and the purposes for which we use it. We will keep your information for one year/no longer than is required or permitted for the formation of a panel for one year.

Do we transfer your information outside the European Union or European Economic Area?

No.

What are your rights with respect to your personal data?

You have the following rights:

- The right to access the personal data we hold about you.
- The right to require us to rectify any inaccurate personal data about you without undue delay.
- The right to have us erase any personal data we hold about you in circumstances such as where it is no longer necessary for us to hold the personal data or, in some circumstances, if you have withdrawn your consent to the processing.
- The right to object to us processing personal data about you such as processing for profiling or direct marketing.
- The right to ask us to provide your personal data to you in a portable format or, where technically feasible, for us to port that personal data to another provider provided it does not result in a disclosure of personal data relating to other people.
- The right to request a restriction of the processing of your personal data.

Where our processing of your personal data is based on your consent to that processing, you have the right to withdraw that consent at any time but any processing that we have carried out before you withdrew your consent remains lawful.

You may exercise any of the above rights by contacting the Chairperson at any of the contact points listed on the previous pages.

You may lodge a complaint with your supervisory authority with respect to our processing of your personal data. The supervisory authority in Ireland is the Data Protection Commission. The website is www.dataprotection.ie.

What will happen if we change our data protection privacy notice?

This notice may change from time to time, and any changes will be posted on the www.citizensinformationboard.ie website and will be effective when posted.

This notice was last updated on 31st March, 2020.

How can you contact us?

Our data protection contact can be contacted at any of the contact points listed above on page 2.

Schedule 1

We have set out below a list of third parties with whom we may share your data.

THIRD PARTY	DESCRIPTION
Any legal successors to the Citizens Information company	Where the Citizens Information company transfers its business to another company or merges with another company.
Citizens Information Board	<ul style="list-style-type: none">In the provision of ICT hardware and software, networks and network storage, case management systems, email, telephony and helpdesk servicesIn order to provide specific advice in relation to employment issues or queries, for example, the issuing of contracts or applications for incremental credit
Assessment panel members	Where we assess you and a member of the panel may be from an organisation external to the CIS.
Interview panel members	Where we interview you and a member of the panel is from an organisation external to the CIS.
Bank	For the processing of payment such as travel expenses.
Company Registration Office	To meet the company's legal obligations under the Company Act 2014.
External organisations nominated by you	Where you provide referees for the CIS to contact in relation to your application.
Insurance companies	Where we engage with an insurance company in relation to an aspect of your activities in the organisation.
Professional advisors	Where we require advice or support in relation to an aspect of you activities in the organisation.
ICT providers	Where ICT services such as network facilities, hosting, hardware, software, email, network storage, HR management systems or similar are provided by or maintained by a third party.
Archiving companies	Where we archive our files in facilities provided by a third party.
Shredding companies	Where our files are securely destroyed by a third party.

Citizens Information



[citizensinformation.ie](https://www.citizensinformation.ie)



0761 07 4000 - Mon to Fri, 9am - 8pm



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