

GDPR Privacy Statement- Recruitment Process

Purpose of Processing

Blackrock Clinic conducts a competency based recruitment process to fill vacancies within the organisation. To complete this, interested individuals are asked to submit a CV, Cover Letter and Application Form (if required) for assessment by the interview panel. For the successful candidate, some of the information provided will form the basis of the contract of employment (e.g. address)

Legal Basis for Processing

- Necessary for performance of a contract or to enter into such a contract
- Compliance with legal obligation (Terms of Employment Information Act)

Recipients

The following shall receive your information for reasons outlined below:

| Recipient | Reason |
|--------------------------------|---|
| HR (internal) | Storing application, acknowledging responses and corresponding with applicants |
| HR (external Service provider) | If outsourced support is sought, our outsourced HR provider may receive applications to assist with elements of administration, or to manage the entire recruitment process |
| Interview Panel | The Interview Panel will receive your applications to conduct shortlisting and assessing applicants |
| Referees | Applicants are asked to provide references who can be contacted to validate work records and/or comment on suitability of the applicant for the position applied for. These shall be contacted and the applicants name will need to be provided to receive the reference. |
| Occupational Health | We will use your personal details to refer you to our Occupational Health Advisor if considered for appointment |

Details of Data Transfers Outside the EU

This does not apply to this process.

Automated Decision Making

This does not apply to this process.

Retention Period for Data

We have a comprehensive record retention schedule and policy. The retention periods differ depending on the purpose of the processing and the nature of the information. How long we keep data is primarily determined by how long it is required for the stated purpose, for time periods set out by legislation or the period required to defend ourselves against legal action.

Where we wish to retain personal data beyond statutory periods we will either:

- Anonymise the information so that it is no longer possible to determine who the data relates to.
- Have justification for doing so (e.g. legal claims).

Please feel free to contact us if you would like more information about our specific retention periods.

Your GDPR Rights in Relation to this Process

| Right | Explanation |
|---------------|--|
| Access | You can request and receive access to the information requested in the process at any time. |
| Portability | You can request and receive a copy of this data, in electronic/transferable format, at any time |
| Erasure | You can request the data held be erased. We have outlined the anticipated retention period above. |
| Rectification | You can have any incorrect information, due to this being updated or otherwise, to be corrected. |
| Objection | You can object to this information being processed |
| Complain | You can make a complaint to our internal Data Protection Officer (contact details outlined below) and/or make a complaint to the relevant supervisory authority – Data Protection Commission in Ireland. |

Contact Details

Name: Carmel Mangan, Data Protection Officer

Email: dpo@blackrock-clinic.com