

Griffith College
Recruitment Privacy Policy

1 POLICY STATEMENT

Griffith College is strongly committed to protecting personal data. This privacy statement describes why and how we collect and use personal data and provides information about individuals' rights. It applies to personal data provided to us by potential employees. We may use personal data provided to us for any of the purposes described in this privacy statement or as otherwise stated at the point of collection.

We take the security of all the data we hold very seriously. We have a framework of policies, procedures and training in place covering data protection, confidentiality and security and regularly review the appropriateness of the measures we have in place to keep the data we hold secure.

2 GENERAL STATEMENT

Personal data is any information relating to an identified or identifiable living person. The College processes personal data for numerous purposes, and the means of collection, lawful basis of processing, use, disclosure, and retention periods for each purpose may differ.

When collecting and using personal data, our policy is to be transparent about why and how we process personal data.

3 CANDIDATE DATA

Data we collect

- Cover letters and Curriculum Vitae of candidates
- Notes from telephone calls, interviews, meetings
- Results of assessments/presentations etc
- Reference check notes
- Documentation proving right to be employed in Ireland
- Any or all other information provided by the candidate in the course of their application

Who has access to the data

- Human Resources staff assigned to recruitment activities
- Line manager of prospective employee
- Any other members of the recruitment and selection panel

Where is the data stored

Unsuccessful candidates

- Griffith College currently recruits through LinkedIn. As such Griffith College and LinkedIn are joint Data Controllers of your details. If an application does not progress to the first round stage Griffith College will not retain details.

Candidates who progress to first round or beyond

- In the event of an application reaching first or subsequent stages of the recruitment and selection process, the information provided will be printed and used as part of the recruitment and selection process. This, and all information gathered for the purpose of recruiting and selecting the correct candidate will be stored securely on an internal storage system, accessible only to the Human Resources team.

Successful candidate

- The new employee's data will be stored on our HR software system.

For how long is the data stored

Unsuccessful candidates

- Information is not retained

Candidates who progress to first round or beyond

- Data is retained for three years after the appointment of the successful candidate (to prove Employment Equality compliance).

Successful candidate

- Data is retained in keeping with our employee privacy policy, which will be made available to the successful candidate upon appointment.

4 DATA CONTROLLER AND CONTACT INFORMATION

The data controller is Griffith College. If you have any questions about this privacy statement or how and why we process personal data, please contact us at:

Data Protection Officer
Griffith College
South Circular Road
D08 V04N

Email: dpo@griffith.ie

5 HOW TO EXERCISE YOUR RIGHTS

Individuals have certain rights over their personal data and data controllers are responsible for fulfilling these rights. Where we decide how and why personal data is processed, we are a data controller and include further information about the rights that individuals have and how to exercise them below.

Access to personal data

You have a right of access to personal data held by us as a data controller. This right may be exercised by emailing us at dpo@griffith.ie. We will aim to respond to any requests for information promptly, and in any event within the legally required time limits (currently 30 days).

Amendment of personal data

To update personal data submitted to us, you may email us at dpo@griffith.ie or, where appropriate, contact us via the relevant website registration page or by amending the personal details held on relevant applications with which you registered.

Once we are informed that any personal data processed by us is no longer accurate, we will make corrections (where appropriate) based on your updated information.

Withdrawal of consent

Where we process personal data based on consent, individuals have a right to withdraw consent at any time. We do not generally process personal data based on consent (as we can usually rely on another legal basis). To withdraw consent to our processing of your personal data please email us at dpo@griffith.ie

Other data subject rights

This privacy statement is intended to provide information about what personal data we collect about you and how it is used. As well as rights of access and amendment referred to above, individuals may have other rights in relation to the personal data we hold, such as a right to erasure/deletion, to restrict or object to our processing of personal data and the right to data portability.

If you wish to exercise any of these rights, please send an email to dpo@griffith.ie

6 COMPLAINTS

We hope that you won't ever need to, but if you do want to complain about our use of personal data, please send an email with the details of your complaint to dpo@griffith.ie. We will look into and respond to any complaints we receive.

7 REVIEW PROCESS

The policy will be reviewed and communicated to all on an ongoing basis and it is the responsibility of each potential staff member to ensure that he/she keeps himself/herself up to date.