# Approved Housing Bodies Regulatory Authority
# Job Applicant Privacy Notice

This privacy notice provides you with information about how your personal data is processed when you apply for a position at the Approved Housing Bodies Regulatory Authority (AHBRA). While the AHBRA is the data controller for personal data handled as part of the recruitment process, The Housing Agency (HA) provides practical assistance in the administration and recruitment of current vacancies at the AHBRA and will manage most of the recruitment process on behalf of AHBRA.

## 1.    What Types of Personal Data Do We Process?

This notice covers the personal data processed to assess any job application you submit to the AHBRA. Primarily, the personal data we process will be:

- Name, address, email address, telephone number, or other relevant contact information;
- Information contained in your application form, CV or cover letter, such as previous work experience, place of employment, education or other information you provide during the application process;
- Type of employment sought, current salary, desired salary, willingness to relocate or any other job preferences;
- Names and contact information for referrals.

It is the responsibility of the applicant to obtain consent from referees before providing the AHBRA with their personal data.  For the avoidance of doubt, the AHBRA does not wish to receive any confidential or proprietary (patented) information which you have received from your previous employers.

As part of the recruitment process, the AHBRA may collect and process special category data under GDPR (the so-called 'sensitive data', including information on health and disability).

This data is treated in the utmost confidence and access to the data is strictly limited to staff whose role necessitates such access.

Please note that we receive information relating to pensions and sick leave where your appointment to a role takes the form of a transfer from another public sector organisation.

We process personal data as part of the recruitment process under the lawful bases of legitimate interest and consent. Special category personal data is processed for employment purposes.

## 2.    Who May Access Your Data?

Access to your personal data is restricted to those who have a specified need to process it. In the context of recruitment, access will generally only be granted to Human Resources and any relevant and necessary person involved in the hiring process, such as a hiring manager or interviewer. In order to ensure that the AHBRA has access to sufficient expertise in order to conduct interviews, external interviewers may be involved in the process and will access your personal data under a carefully-designed data-security procedure.

Service providers such as IT support may also process your personal data, but only in a limited capacity and for a specified purpose such as raising a ticket for you or managing a system where your data is stored. The AHBRA may also use the services of external agencies to assist with recruitment or other administrative tasks.

At present, the AHBRA conducts its recruitment through The Housing Agency, which is assisting with the staffing process for the AHBRA, and Housing Agency Human Resources staff will handle your application. An agreement is in place to regulate the relationship between the AHBRA and The Housing Agency (www.housingagency.ie).

## 3.    For what purpose will job application data be used?

The job application data you provide to us will be used to:
- Verify your information;
- Assess your suitability for the role;
- Conduct reference checks;
- Communicate with you during the application process.

If you accept employment with the AHBRA, the information collected will be retained as part of your employment record and will be used for employment purposes.

Limited to health and disability data, we process this information for the sole purpose of adhering to legal obligations to provide a safe and suitable working environment for you.

### 4.   Data Subject Rights

Under the General Data Protection Regulation (GDPR), data subjects have certain rights regarding their personal data. These rights are:

*The right to be informed;*

*The right of access;*

*The right to rectification;*

*The right to erasure (right to be forgotten);*

*The right to restrict processing;*

*The right to data portability;*

*The right to object.*

Please note that data protection rights are not absolute and may be restricted if necessary. If you feel that our data-processing practices do not align with statutory obligations, or have any queries about how we process your data, you can contact us and request clarifications at any time.

You also have the right to lodge a complaint with the Data Protection Commission if you feel that any of your rights have been infringed. Further details on data subject rights are available at https://www.dataprotection.ie/en/individuals/know-your-rights/right-access-information.

### 5.   How Long Will Your Job Application Data Be Kept?

All records processed for the purposes of recruitment will be securely deleted and/or destroyed eighteen (18) months after the recruitment for this role concludes, except where AHBRA is required to retain certain recruitment-related records for the purposes of national archiving. Please note that the AHBRA also retains a record of the existence of past applications, which includes your name, a unique identifier and outcome of the application. For successful applications, recruitment records will be retained on your employee personnel file.

## 6. Contact Details

If you have any queries on how your personal data is handled for the purposes of recruitment at the AHBRA, please address your query to The Housing Agency Data Protection Officer (Trilateral Research).

Email: **dpo@housingagency.ie**

Post:

 **Trilateral Research Ltd**
 **Marine Point, 2nd Floor,**
 **Belview Port, Waterford, X91 W0XW**