



## **The Housing Agency Job Applicant Privacy Notice**

In order for The Housing Agency to accept your application form, you must provide consent for the Agency to process your job application in line with the Agency's privacy notice regarding job applications.

This Privacy Statement ("this Statement") informs the prospective job applicant of how The Housing Agency will use the information you submit to us during the application process, ("job application data").

All job application data you submit to The Housing Agency is retained in line with the Agency's retention policy.

### **1. What Types of Information Do We Process?**

This Statement covers any job application data you submit to The Housing Agency, such as:

- 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; and
- Names and contact information for referrals.

It is the responsibility of the applicant to obtain consent from referees before providing the Agency with their personal data.

For the avoidance of doubt, the Agency 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 Housing Agency may request what is termed Special Category Data under GDPR and information regarding unspent convictions. This data is treated in the utmost confidence and access to the data is strictly limited to staff whose role necessitates such access.

The Housing Agency actively welcomes applicants with disabilities and encourages such applicants to apply for advertised positions.

### **2. Who May Access Your Data?**

Only select employees of The Housing Agency, including potential future managers, employees of the HR department, IT and select employees of external service providers who support the agency with the administration of recruitment (i.e. recruitment agencies) will have access to your job application data.

The Housing Agency does not supply any data to any third-party other than those identified in the above paragraph without your express consent.

### 3. For What Purposes Will Job Application Data be Used?

The job application data you provide to us will be used to assess your application for employment with The Housing Agency will be used to:

- Verify your information;
- Conduct reference checks; and
- Communicate with you during the application process.

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

### 4. Data Subject Rights

Under the General Data Protection Regulation (GDPR), data subjects whose data is processed by The Housing Agency are entitled to exercise certain rights against their personal data, which include job applicants to the Agency

You may request to exercise any of these rights, free of charge by contacting [dpo@housingagency.ie](mailto:dpo@housingagency.ie).

Typically, in order to further one of the following requests, we will ask for you to provide a form of identification for verification purposes.

#### *The right to be informed*

The Housing Agency are obliged to ensure that any communications regarding our data processing activities between ourselves and any data subjects is provided in a clear and transparent manner. This is provided by this Privacy Notice.

#### *The right of access*

You are entitled to request a copy of the all personal data currently held on you as well as the following information about your data:

- The purpose of processing;
- The categories of personal data concerned;
- The recipients to whom the personal data has been disclosed;
- The retention/envisoned retention period for that personal data;
- The source of the personal data if it has been collected from a third-party.

#### *The right to rectification*

If you believe the personal data we hold on you is either inaccurate or incomplete, you may exercise this right to correct or complete this data. This right can be used with **the right to restrict processing** to ensure that any inaccurate or incomplete data is not processed until corrected.

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

You may request erasure of any personal data we hold on you without undue delay where one of the following grounds apply:

- The personal data are no longer necessary in relation to the purposes they were collected or otherwise processed;
- The data subject withdraws consent and no other legal ground for processing exists;
- The data subject exercises the right to object and no overriding legitimate grounds for processing exist;
- The personal data has been unlawfully processed;
- The personal data has to be erased for compliance with an overriding legal obligation;
- The personal data have been collected in relation to the offer of information society services.

### *The right to restrict processing*

As an alternative to the right to erasure, you may ask us to cease processing your data, but not erase it entirely where one of the following grounds apply:

- The accuracy of the personal data is contested;
- Processing of the personal data is unlawful;
- Personal data is no longer needed for processing, but is still required as part of a legal process;
- The right to object has been successfully exercised and processing is temporarily halted pending a decision on the status of the processing.

### *The right to data portability*

You may request your personal data be transferred to another controller or processor in a commonly used, machine-readable format. This right can only be exercised when all of the following grounds apply:

- The processing was on the basis of consent;
- The processing is by automated means; and
- The processing is for the fulfilment of a contractual obligation.

### *The right to object*

You may exercise the right to object in instances where:

- Processing is based on either the performance of a public task or legitimate interest;
- Processing is for direct marketing purposes;
- Processing is for the purposes of scientific or historical research; or
- Processing involves automated decision-making, including profiling.

Any data subject request will be responded to within one month, however we reserve the right to refuse or charge an administrative fee for the furthering of any of the above requests if they are done so in a frivolous, vexatious or excessive manner. We will inform you if an administrative charge is being applied before fulfilling your request, so you can decide whether to proceed.

If you are unsatisfied with the handling of a request you make with The Housing Agency or you believe The Housing Agency is falling short of its data protection obligations, you have the right to lodge a complaint with the Data Protection Commissioner.

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

Your job application data will be stored in our applicant database for eighteen (18) months from the date of your most recent submission of job application data. We will only use your personal data in relation to the position for which you apply and will not contact you regarding employment opportunities which arise in the future should your original application be unsuccessful. Any advertised position you may wish to apply for in the future will require a new application.

## **6. Contact Details and Data Protection Officer**

The Housing Agency has duly appointed Trilateral Research Limited as the Data Protection Officer (DPO). Should you need to contact the DPO directly, you can do so either by phone or by email.

**Tel:** +353 01 657 1978

**Email:** [dpo@housingagency.ie](mailto:dpo@housingagency.ie)

The DPO's registered office is:

**Trilateral Research Ltd  
Marine Point, 2<sup>nd</sup> Floor,  
Belview Port, Waterford, X91 W0XW**