



## Recruitment Privacy Notice

1. **Introduction** – Cork City Council (the Council) is responsible for the provision of an extensive range of public services. This is the Privacy Notice for the Recruitment function of the People and Organisation Development Directorate.
2. **Purpose** – The Council needs to keep and process information about you for recruitment purposes. The information held and processed will be used for management and administrative purposes only. It will be kept and used to enable the Council to manage the relationship with you effectively, lawfully and appropriately, during your employment.

This includes using information to enable the Council to comply with the employment contract, to comply with any legal requirements, to comply with health & safety and occupational health obligations, to pursue legitimate interests and protect the Council's legal position in the event of legal proceedings. If you do not provide this data, the Council may not be able to comply with certain obligations. The Council will inform you about the implications of that decision.

3. **Legal Basis** – The legal basis and legitimate interest for processing personal data are included in:
  - Employment legislation
  - Health and Safety Legislation
  - Superannuation legislation
  - National Vetting Bureau ( Children and Vulnerable Persons) Acts 2012 to 2016

- Children First Act 2015
- National Guidance for the Protection and Welfare of Children 2017.
- Local Government Acts

4. **Personal Information required** – Much of the information held will have been provided by you, but some may come from external sources, such as referees, Public Appointment Service or previous public sector employers.

***The personal information held in relation to Initial applications may include:***

- Name
- Address
- Telephone Number
- E-mail address
- Qualifications
- Reference details
- Disability declaration

***Where an applicant is successful at interview and offered employment, further information may be required/recorded e.g.:***

- Medical report
- References
- Date of birth
- PPSN
- Gender
- Bank details
- Driver's licence/Passport
- Safe-pass
- Service Details from previous public sector employer

Where data is processing based on consent, you have the right to withdraw that consent at any time.

Other than as mentioned below, the Council will only disclose information about you to third parties if legally obliged to do so or to comply with our contractual duties to you.

If, in the future, the Council intends to process your personal data for a purpose other than that which it was collected, information will be provided on that purpose and any other relevant information prior to doing so.

5. **Information Sharing** -The Council may share your information with third parties in accordance with statutory and regulatory obligation.

The Recruitment Section of People and Organisation Development Directorate may request/obtain/share information with the following bodies in relation to the recruitment process:

- An Garda Síochána
- Other Public Service Bodies
- Medical Practitioners
  - Your GP/Physiotherapist/Consultant etc. with your consent or if provided by you
  - Occupational Health Practitioners engaged by Cork City Council

6. **Processing of Personal Data** – People and Organisation Development Directorate, require ICT systems to manage and process employee information which includes:

- Core HR provides HR, Payroll and Superannuation software. Some of your personal data will be recorded and processed using this software
- Payroll is processed by a public sector shared service operator (MyPay) using the Core HR software
- Sharepoint – Cork City Council programme for electronically sharing candidate application forms with interview boards for the interview process.

Service level agreements and data protection agreements are in place to govern access to data.

Hard copy forms are also retained. Access to data is controlled and restricted to relevant staff involved in accessing and processing the various services with other security measures such as passwords and restricted folders.

7. **Information Retention** – The information you provide as part of your request will be retained in accordance with the National Retention Policy for Local Authority Records.

8. **Right to amend inaccurate information** – The Council must take reasonable steps to ensure that personal data it holds is correct, complete and up to date. If the data held by us is found to be inaccurate, misleading or incomplete you have the right to request rectification of the data. For example, you may have changed your name, address, contact details etc., if so then please contact us so that we can correct it. You can do this by

**Emailing** us at: [recruitment@corkcity.ie](mailto:recruitment@corkcity.ie) or,

**Writing** to us at: Recruitment Section, People & Organisation Development Directorate, Cork City Council, City Hall, Cork.

9. **Your Data Protection Rights** - You have the right to request access to personal data held about you, obtain confirmation as to whether data concerning you exists, be informed of the content and source of data and check its accuracy.

<https://www.corkcity.ie/en/media-folder/public-info/update-ccc-data-protection-subject-access-request-form-june-2019.pdf>

10. **Right of Complaint to the Office of the Data Protection Commissioner**

If you are not satisfied with the outcome of the response you received from Cork City Council in relation to your data subject access request, then you are entitled to make a complaint to the Data Protection Commissioner who may investigate the matter for you.

The Data Protection Commissioner's website is [www.dataprotection.ie](http://www.dataprotection.ie) or you can contact their Office at: Lo Call Number: 1890 252 231

E-mail: [info@dataprotection.ie](mailto:info@dataprotection.ie)

Postal Address:

Data Protection Commissioner Canal House

Station Road

Portarlinton, Co.Laois. R32 AP23.

For further information in relation to Cork City Council's Data Protection Policy & Privacy Statement, please go to <https://www.corkcity.ie/en/council-services/public-info/gdpr/>

If you require a paper copy of either document, please contact us on 021 4924000 or email [dataprotection@corkcity.ie](mailto:dataprotection@corkcity.ie)

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