



Maynooth Students' Union

Job Applicant Privacy Notice

Version 1.0 - 20.08.2018

Context

This document serves as a compliment to the Maynooth Students' Union (MSU) Privacy Policy.

Objective

As part of any recruitment process, MSU (The Union) collects and processes personal data relating to job applicants. Our organisation is committed to being transparent about how we collect and use that data and to meet our data protection obligations.

What information do we collect?

The Union collects a range of information about you. This includes: your name, address and contact details, including email address and telephone number; details of your qualifications, skills, experience and employment history; whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process.

The Union may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment. We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).



Why do we process personal data?

We need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you. In some cases, we need to process data to ensure that we are complying with its legal obligations.

The Union has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

The Union may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, the Union may keep your personal data on file in case there are future employment opportunities for which you may be suited. We will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

Who has access to the data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We may then share your data with former employers to obtain references for you and obtain necessary background checks.

How do we protect your data?

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.



How long do we keep your data?

If your application for employment is unsuccessful, the organisation will hold your data on file for 6 (six) months after the end of the relevant recruitment process. If you agree to allow us to keep your personal data on file, we will hold your data on file for a further 6 (six) months for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

What if I do not provide personal data?

You are under no statutory or contractual obligation to provide data to the Union during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

Your data rights

As a Data Subject you have a number of rights. All of these rights are explained in detail in the MSU Privacy Policy.