

## Royal Dublin Society

### Privacy Notice for Job Applicants

#### Introduction

As part of any recruitment process, the Royal Dublin Society (RDS) collects and processes personal data relating to job applicants. This Privacy Notice (“Notice”) applies to all personal information processing activities carried out by the Royal Dublin Society (RDS) as part of that process.

It gives you information about the way the Royal Dublin Society (“RDS”) collects and uses your Personal Data when you apply for a job with the RDS.

You should read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

#### Definitions

*Controller or data controller* means any person who, either alone or with others, controls the purposes and means of the processing of personal data. Controllers can be either legal entities such as universities, companies, government departments or voluntary organisations, or they can be individuals.

*Processor or data processor* means a person who processes personal data on behalf of a controller but does not include an employee of a controller who processes such data in the course of his/her employment.

*Data subject* means an individual who is the subject of personal data.

*Employees* means current and former employees, workers and contractors.

*Personal data* means information relating to a living individual who is or can be identified either directly or indirectly, including by reference to an identifier (such as a name, an identification number, location data or an online identifier or one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of the individual). This can be a very wide definition depending on the circumstances.

*Processing* means performing any operation or set of operations on personal data including: (a) recording the personal data; (b) collecting, organising, structuring, storing, altering or adopting the personal data; (c) retrieving, consulting or using the information or personal data; (d) disclosing the personal data by transmitting, disseminating or otherwise making it available; or (e) aligning, combining, restricting, erasing or destroying the personal data.

*Special Categories of Personal Data* means personal data relating to an individual’s: racial or ethnic origin; political opinions or religious or philosophical beliefs; trade union membership; genetic or biometric data processed for the purpose of uniquely identifying a natural person;

physical or mental health, including in relation to the provision of healthcare services; sex life or sexual orientation. Individuals have additional rights in relation to the processing of any such data.

### Who we are

When we talk about “the RDS”, or “us” or “we” in this Notice, we are talking about The Royal Dublin Society, Ballsbridge, Dublin 4. The RDS is a registered charity (number 20002008), founded in 1731 to support Ireland to thrive economically and culturally. Funded by our commercial operations, the RDS continues this mission today through our philanthropic work programme that spans across science, the arts, agriculture, business and equestrianism.

### The information we collect about you

The RDS 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;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the EU.

### How we collect your information

The RDS may collect this information in a variety of ways. This includes through the application and recruitment process, either directly from you or sometimes from an employment agency, or from background check agencies such as *Án Garda Síochána*. We may sometimes collect information from third parties including former employers or other background check agencies.

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).

### Legal Basis for Collecting, Storing and Processing Personal Data

We may also need to process your Data prior to entering into a contract with you. This may include obtaining references from your former employers or other individuals.

In some cases, we need to process your Data to ensure that we are complying with our legal obligations. For example, we have a mandatory requirement to confirm that you are eligible to work in the EU before your employment starts.

We have a legitimate interest in processing personal data during the recruitment process and for retaining 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 RDS may process special categories of data, such as 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 you fail to provide personal information**

You are under no statutory or contractual obligation to provide data to The RDS 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.

### **Who has access to 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 may share your data with third parties, such as a recruitment agency to manage the recruitment of a vacancy.

If your application for employment is successful and we make you an offer of employment, we may, with your consent share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks.

### **How 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.

### **Retention of your Personal Data**

If your application for employment is unsuccessful, the Society will hold your data on file for 12 (twelve) months after the end of the relevant recruitment process.

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 the RDS Privacy Notice for Employees.

### Data subject rights

By law, you have a number of rights when it comes to your Personal Data. Further information and advice about your rights can be obtained from the supervisory authority, the Office of the Data Protection Commissioner ([www.dataprotection.ie](http://www.dataprotection.ie)).

<i>Rights</i>	<i>What that means</i>
The right to be informed	You have the right to be provided with clear, transparent and easily understandable information about how we use your Personal Data and your rights. This is why we are providing you with the information in this Policy.
The right of access	You have the right to obtain access to your Personal Data, and certain other information. This is so you're aware and can check that we're using your Personal Data in accordance with data protection law.
The right to rectification	You are entitled to have your Personal Data corrected if it's inaccurate or incomplete. We may seek to verify the accuracy of the data before rectifying it.
The right to erasure	This is also known as 'the right to be forgotten' and, in simple terms, enables you to request the deletion or removal of your Personal Data where there's no compelling reason for us to keep using it. This is not a general right to erasure; there are exceptions, for example: compliance with a legal obligation; the establishment, exercise or defence of legal claims. We will respond to your request within 30 days (although we may be allowed to extend this period in certain cases). Generally, we will only disagree with you if certain limited conditions apply.
The right to restrict processing	You have rights to 'block' or suppress further use of your Personal Data. When processing is restricted, we can still store your Personal Data, but may not use it further. We keep lists of people who have asked for further use of their Personal Data to be 'blocked' to make sure the restriction is respected in future.
The right to data portability	If you wish, you have the right to transfer your data from us to another data controller. We will help with this – either by directly transferring your data for you, or by providing you with a copy in a commonly used machine-readable format.

The right to object to processing	You have the right to object to processing for direct marketing and also to processing which is carried out for the purposes of our legitimate interests. We will respond to your request within 30 days (although we may be allowed to extend this period in certain cases). Generally, we will only disagree with you if certain limited conditions apply.
The right to lodge a complaint	You have the right to lodge a complaint about the way we handle or process your Personal Data with your national data protection regulator as outlined in this Policy.
The right to withdraw consent	If you have given your consent to anything we do with your Personal Data, you have the right to withdraw your consent at any time (although if you do so, it does not mean that anything we have done with your Personal Data with your consent up to that point is unlawful). This includes your right to withdraw consent to us using your Personal Data for marketing purposes.

### Subject Access Requests

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes.

You may request access to the information we hold about you, or request that we update or correct any personal information we hold about you, by setting out your request in writing and sending it to us at [privacy@rds.ie](mailto:privacy@rds.ie). We will respond to your request within one month of receipt of the request (subject to any extensions to which we are lawfully entitled).

The RDS will process your request as soon as reasonably practicable, provided we are not otherwise prevented from doing so on legal grounds. If we are unable to meet your request, we will let you know why. For example, it may be necessary for us to deny your request if it would have an unreasonable impact on the privacy or affairs of other individuals, or if it is not reasonable and practicable for us to process your request in the manner you have requested.

### Changes and updates to the Privacy Notice

Any changes we may make to our Privacy Notice in the future will be posted on our Websites. If the changes are significant, we will provide a more prominent notice, when we are required to do so by applicable law. Please review this Privacy Notice from time to time to stay updated on any changes.

## Contact Us

If you have any questions, concerns or complaints regarding our compliance with this Policy and the data protection laws, or if you wish to exercise your rights of access, choice, rectification or deletion, we encourage you to first contact us.

In the event that you are not satisfied with our handling of your complaint, you have the right to lodge a complaint directly with the supervisory authority and the RDS's data protection representative.

The details for each of these contacts are:

### Supervisory authority contact details

Office of the Data Protection Commissioner  
Canal House, Station Road, Portarlinton, Co. Laois

*or*

21 Fitzwilliam Square, Dublin 2

### RDS contact details

Registrar, Ballsbridge, Dublin 4

t: 01 240 7200

m: 087 672 6055

e: [privacy@rds.ie](mailto:privacy@rds.ie)