



UCD Human Resources

## **UCD HR Privacy Statement - Applicant**

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# 1 Introduction

UCD takes your privacy seriously. This notice explains how and why your personal data is used as part of UCD's recruitment process.

## 2 Purpose of Processing

University College Dublin conducts a competency-based recruitment process to fill vacancies within the organisation. To complete this, interested individuals are asked to complete an online Application Form and submit a CV and Cover Letter for assessment by the Assessment Board. For successful candidates, some of the information provided will form the basis of the contract of employment (e.g. name and address).

## 3 Legal Basis for Processing

In relation to Personal Data provided by you to UCD, UCD will act as Data Controller of such Personal Data. This means that UCD determines why and how such data is used. UCD's data Processing is generally undertaken in fulfilment of its statutory functions and objects under the Universities Act 1997 (as amended) (the "**Universities Act**").

The following shall receive your information for the reasons outlined below:

Recipient	Reason	Lawful Basis of Processing
UCD HR	Manage applications for assessment by the Assessment Board and correspond with applicants on their status	Art. 6(1)(b) GDPR, in order to take steps at the request of the data subject prior to entering into a contract; and  Art. 6(1)(e) GDPR, to perform UCD's statutory functions and objectives under the Universities Acts, in operating effective recruitment processes.
Assessment Board	The Assessment Board will receive your CV and Cover Letter to assess your application, conduct shortlisting and interviews. In the case of Academic posts, the Assessment Board will also receive a copy of your references prior to interview as part of the assessment process.	Art. 6(1)(b) GDPR, in order to take steps at the request of the data subject prior to entering into a contract; and  Art. 6(1)(e) GDPR, to perform UCD's statutory functions and objectives under the Universities Acts, in operating effective recruitment processes.

<p>Referees</p>	<p>Applicants are asked to provide references who can be contacted to validate work records and/or comment on suitability of the applicant for the position applied for.</p> <p>In the case of Academic posts, these shall be contacted prior to interview with your consent. If you have not indicated consent to contact your referees at this stage, we will contact you to seek permission.</p> <p>In the case of non-Academic posts only references for the successful candidates will be sought. The applicants name will need to be provided to the referee in order to complete the reference.</p>	<p>Art. 6(1)(b) GDPR, in order to take steps at the request of the data subject prior to entering into a contract; and</p> <p>Art. 6(1)(e) GDPR, to perform UCD's statutory functions and objectives under the Universities Acts, in operating effective recruitment processes.</p>
<p>Work Permit / Hosting Agreement</p>	<p>Should you be selected as the successful candidate for a post in UCD and require a Work Permit or Hosting Agreement, UCD will be required to gather personal data and will forward it to the Department of Business, Enterprise and Innovation, in order to complete the application process. If permission is granted, the Permit will be held on your HR Personnel File.</p>	<p>Art. 6(1)(b) GDPR, in order to take steps at the request of the data subject prior to entering into a contract.</p> <p>Art. 6(1)(e) GDPR, to perform UCD's statutory functions and objectives under the Universities Acts, in operating effective recruitment processes.</p>
<p>UCD Finance Office</p>	<p>Should you need to be reimbursed for expenses incurred during the resourcing process we shall require your personal details (name, address, PPS number and bank details) to process your claim through UCD Finance Office.</p>	<p>Art. 6(1)(b) GDPR, in order to take steps at the request of the data subject prior to entering into a contract.</p> <p>Art. 6(1)(e) GDPR, to perform UCD's statutory functions and objectives under the Universities Acts, in operating effective recruitment processes.</p>

Pension Declaration	Should you be selected as the successful candidate for a post, we will ask you to complete a Pension Declaration Form to confirm your pension's history and ensure you are entered in the correct pension scheme in UCD.	<p>Art. 6(1)(b) GDPR, in order to take steps at the request of the data subject prior to entering into a contract.</p> <p>Art. 6(1)(e) GDPR, to perform UCD's statutory functions and objectives under the Universities Acts.</p> <p>Section 51 of the Pensions Act 2012 requires an applicant to make a declaration regarding previous public sector pension benefits.</p>
Qualifications	If you are a UCD graduate, we will where possible use the internal Record Management system (Banner) to verify your qualifications. If you are not a UCD graduate we will ask you to provide copies of your qualifications/transcripts these will be shared with HR operations for the purpose of updating our HR Records Management system.	<p>Art. 6(1)(b) GDPR, in order to take steps at the request of the data subject prior to entering into a contract.</p> <p>Art. 6(1)(e) GDPR, to perform UCD's statutory functions and objectives under the Universities Acts, in operating effective recruitment processes.</p>
Nominated Occupational Health Provider	We will use your personal details (name, address and email) only to create an account with our occupational health provider. You will provide your information to them through this account, UCD are not privy to the information contained in this questionnaire. UCD will not receive any detailed report and will only be informed if you are fit for work or otherwise.	Art 9(2) (h) GDPR, to assess the working capacity of the applicant.
Garda Vetting	UCD must ensure that Garda Vetting is conducted for any new staff members who undertake activities that will bring them into contact with children or vulnerable adults.	Art. 6(1)(c) GDPR, pursuant to UCD's statutory obligations under the National Vetting Bureau (Children and Vulnerable Persons) Act

Other statutory forms introduced as part of the recruitment process.	UCD may ask you to complete any other statutory form which UCD HR are compiled to introduce as part of the recruitment process.	<p>Art. 6(1)(b) GDPR, in order to take steps at the request of the data subject prior to entering into a contract.</p> <p>Art. 6(1)(e) GDPR, to perform UCD's statutory functions and objectives under the Universities Acts, in operating effective recruitment processes.</p>
HSE and Partner Hospitals	In the event of a joint appointment where the HSE or a partner hospital is a joint signatory on the contract of employment, a copy of all recruitment documentation will be shared with the HR department of the relevant organisation.	<p>Art. 6(1)(b) GDPR, in order to take steps at the request of the data subject prior to entering into a contract.</p> <p>Art. 6(1)(e) GDPR, to perform UCD's statutory functions and objectives under the Universities Acts, in operating effective recruitment processes.</p>

## 4 Recipients of your data

As part of the recruitment process, your personal data will be handled by and disclosed to certain individuals within UCD, including members of UCD HR, the Board of Assessors, UCD Finance Office, and to certain individuals outside UCD, such as referees.

## 5 Details of Data Transfers outside the EU

We would only need to share your application details outside the EU should an external board member be coming from outside of the EU jurisdiction. In such circumstances, the transfer will be in compliance with applicable Data Protection Law. We take reasonable steps to ensure that the Personal Data is treated securely including using appropriate safeguards such as the Standard Contractual Clauses as approved by the European Commission.

## 6 Automated Decision Making

This does not apply to this process.

## 7 Retention period for data

For unsuccessful candidates who are not existing employees of UCD, applications and correspondence shall be retained for 18 months after the relevant competition has concluded. For successful candidates and existing employees of UCD, their application, contract and/or hiring documentation will be placed on their electronic employee file (Core HR) and retained during their employment and for an appropriate period thereafter as outlined in our Data Retention [Policy](#).

## 8 What are your rights under data protection law?

You have the following rights under data protection law, although your ability to exercise these rights may be subject to certain conditions and exceptions in accordance with Data Protection Law:

Right	Explanation
Access and Information	The right to receive a copy of and/or access the personal data that UCD HR hold about you, together with other information about the processing of that personal data.
Portability	You can request and receive a copy of this data, in electronic/transferable format, at any time.
Erasure	The right, in certain circumstances, to request that your personal data be erased. The retention periods in relation to personal data are outlined in the UCD HR Data Retention <a href="#">Policy</a> .
Rectification	The right to request that any inaccurate data that is held about you is corrected, or if UCD HR have incomplete information you may request that this information be updated to ensure that it is complete.
Object to processing	The right, in certain circumstances, to request that your personal data is no longer processed for purposes, or object to the use of your personal data or the way in which UCD HR process it.
Restriction of processing concerning the data subject	You can request the restriction of processing where: (i) You contest the accuracy of the personal data; (ii) You oppose the erasure of the personal data and request restriction instead; (iii) UCD no longer needs the data but are required by you for the establishment, exercise or defence of legal claims.
The right to complain to the Data Protection Commissioner	You have the right to make a complaint in respect of our compliance with Data Protection Law to the <a href="#">Irish Data Protection Commission</a>

Please note that these rights are available subject to certain criteria and exceptions in accordance with data protection law. If you have any queries regarding the above, please contact UCD HR at [hrhelpdesk@ucd.ie](mailto:hrhelpdesk@ucd.ie).

## 9 What happens if you do not provide us with your information?

In some cases, where UCD is not already in possession of the relevant data, you may decline to provide UCD HR with additional/revised personal data. However, if it is believed that the relevant information is required to effectively and properly manage the employment relationship, UCD HR may not be able to continue the recruitment relationship with you if you decline to provide us with the relevant personal data. You will be notified if the requirement to provide this data in such circumstances.

## 10 What happens if there is a security or data breach?

We have technical and organisational measures in place to protect your personal data from unlawful or unauthorised destruction, loss, change, disclosure, acquisition or access. We have a range of security measures in place to protect your personal data including, as appropriate, physical measures such as locked filing cabinets, IT measures such as encryption, and restricted access through approvals and passwords. For more information on security measures see the UCD Security Policy.

The GDPR obliges data controllers to notify the Data Protection Commission and affected data subjects in the case of certain types of personal data security breaches. We will manage a data breach in accordance with our personal data security breach procedure and Data Protection Law. For further information on identifying and reporting a data breach please refer to the [University's GDPR](#) page. If you become aware of or suspect that a data breach has taken place you are required to immediately notify the UCD Data Protection Officer (DPO), by both phone and email: [data.protection@ucd.ie](mailto:data.protection@ucd.ie), Phone: 01 716 8786.

## 11 Further information

If you have any queries in relation to this privacy statement, or if you have any concerns as to how your data is processed, please contact UCD HR at [hrhelpdesk@ucd.ie](mailto:hrhelpdesk@ucd.ie). While you may make a complaint in respect of our compliance with Data Protection Law to the [Irish Data Protection Commission](#), we request that you contact UCD HR in the first instance to give us the opportunity to address any concerns that you may have. UCD HR will consult with the University's Data Protection Officer (DPO) regarding your concerns.

## 12 Version History

Version	Date	Summary of Changes	Author
1.0	20 December 2018	Document Created	UCD HR