



# *St. Francis Hospice Dublin*

## **Applicant Privacy Notice**

The information St Francis Hospice Dublin (SFHD) collects about you and how we use it is governed by General Data Protection Regulation (GDPR) and Data Protection Acts 1988 -2018. This notice applies to all applicants for jobs with SFHD.

SFHD respects your right to privacy and we are committed to ensuring that all personal data is:

- Processed lawfully, fairly and transparently.
- Processed for specific, explicit and legitimate purposes only, and not in any manner incompatible with those purposes
- Adequate, relevant and limited to what is necessary.
- Accurate and, where necessary, kept up to date
- Not kept in an identifiable form for longer than is necessary.
- Processed in a manner that ensures appropriate security.

### **What is personal data?**

Any data that identifies you or could be used to identify you; which is submitted to and/or collected by SFHD, either through our website, by email, by post or any other means ("**Personal Data**").

### **Who are we:**

SFHD is a specialist palliative care service provider for the people of North Dublin City and county. In this Privacy Notice, the use of "**we**", "**us**", and "**our**" means St Francis Hospice Dublin.

## **Why is information collected about you?**

- To perform the recruitment and selection process for the position that you have applied for.
- To consider you for future roles within SFHD.
- To be in compliance with legal obligations.
- To obtain legal advice and defend any claim and/or lawsuit before courts or administrative authorities, arbitration or mediation panel.

## **What information do we keep about you?**

- The information provided by you in the SFHD Application Form (e.g. name, address, e-mail address and phone number, information relevant to your employment history, education, membership of professional or technical bodies, if you hold a full driving licence).
- The information provided by you in your CV.
- The information provided by you in your cover letter.
- Recruitment & Selection documentation e.g. short-list criteria, identification details, interview notes, and score sheets.
- We may hold details of any special assistance/support (including health data) that you may require if invited to interview and this information will not be used for any other purpose.
- We also collect Recruitment Information (advertisement source). This information is collected only for statistical purposes. This information is anonymised.

If you are offered the role subject to successful background checks, we will carry out checks with your consent, for example contacting your referees.

We will never contact referees or make contact with people to query your performance in previous roles without your consent.

Some of the information we ask you to provide is mandatory (either by law or necessary to enter into a contract), which means that you must provide this to us in order for us to recruit you or to fulfil our legal obligations. Where it is mandatory for you to provide certain information, we will make this clear to you when we ask for the information. If you do not provide mandatory required information, this may mean you may not be recruited.

## **Disclosure of Your Information**

The information provided to us will not be shared with others for non-recruitment purposes.

The information provided will be shared internally with those employees who would have managerial responsibility for you or are acting on their behalf and with employees in Nursing Administration and Human Resources who have responsibility for Human Resources.

For certain positions, we use external panel members from other organisations. If this is the case, the information will be shared with them as they are part of the recruitment and selection process. However, they will not keep copies of any documents related to the recruitment and selection process. All of them will be requested to delete emails and shred documents in their possession after the process (unless there is some reason for them to be retained).

We may be required to disclose your personal data in order to comply with any applicable law, a summons, a search warrant, a court or regulatory order or other statutory or legal requirement or advice.

## **What are the legal bases on which we use your personal information?**

We must have a legal basis to process your personal information. We collect and process your personal information based on a number of separate and sometimes overlapping legal bases including:

1. to take steps to enter into a contract of employment;
2. to comply with our legal obligations, for example obtaining proof of your right to work or health and safety obligations;
3. to meet our legitimate interests, for example to effectively recruit and select people for roles.
4. to assess your working capacity or to make reasonable accommodation;
5. to establish, exercise or defend legal claims.

## **How is your information kept?**

- On written records which are stored securely.
- In our computer systems which are password protected.

## **Keeping your personal information up to date**

Please contact SFHD HR Department with any changes to your contact details [ycuadrado@sfh.ie](mailto:ycuadrado@sfh.ie)

## **How long will St Francis Hospice retain your personal data?**

St Francis holds personal data for a range of time periods; these are guided by our statutory requirements for certain data, our contractual obligations and our business and risk management requirements.

Once a person is hired, the new employee's personal information, including the recruitment and selection documentation will be retained in line with SFHD Policies: Data Protection Policy (Privacy) & Retention & Disposal of Data (information) Policy.

In relation to unsuccessful candidates, the recruitment and selection records are kept for a period of 18 months after the recruitment campaign. .

In relation to unsolicited applications, we usually only keep them for one month; however, if we decide to keep them for a longer period (up to 12 months), we will notify you of this in writing. However, you will have the right to object to processing of data provided to us at any time by emailing the HR Department [ycuadrado@sfh.ie](mailto:ycuadrado@sfh.ie).

Notwithstanding the above, SFHD may retain personal data for longer periods where, in the opinion of SFHD, it is necessary to do so. SFHD will have regard to its needs and potential claims or complaints which could be made against it.

## **What are your rights with respect to your personal data?**

- The right to request access to your personal data
- The right to rectification or erasure of your personal data
- The right of restriction of processing your personal data
- The right to object to processing your personal data (automated decision making, including profiling)
- The right to data portability
- The right to withdraw consent as a basis for processing at any time, by emailing the HR Department [ycuadrado@sfh.ie](mailto:ycuadrado@sfh.ie).
- The right to lodge a complaint with the Data Protection Commissioner using the details below.

You should note that some of these rights may be restricted in certain circumstances

Data Protection Commissioner  
Canal House  
Station Road  
Portarlinton  
R32 AP23 Co. Laois  
Tel: 1890 252 231  
[www.dataprotection.ie](http://www.dataprotection.ie)

If you have any questions or concerns, we would encourage you to raise them with us first, so that we can try to resolve them.

### **How to access your records**

- If you wish to access to your recruitment and selection record please contact the HR Department, Yolanda Cuadrado, [ycuadrado@sfh.ie](mailto:ycuadrado@sfh.ie)

If you have any concern in the way your recruitment record has been or is been managed please contact the Data Protection Officer by email [SFHdpo@ambitcompliance.ie](mailto:SFHdpo@ambitcompliance.ie)