



Job Applicant Privacy Statement

Limerick Institute of Technology takes very seriously its obligations to safeguard your personal information. We want to be transparent in how we gather, use and share your data. This Privacy Statement will explain:

1. What information we collect about you
2. How we collect your personal data
3. The purpose and legal basis for processing your data
4. Who we share your personal data with
5. How long we retain your personal data
6. Your rights and how to exercise those rights
7. Where we hold your data
8. How to contact us
9. How to make a complaint
10. Changes to this Statement

1. What Information We Collect about You

The types of information collected and processed by LIT include, but are not limited to, the following:

Recruitment data: Name, address, telephone number, nationality, email, curriculum vitae, work and educational history, membership of professional bodies, referee names and additional information about you provided by referees, interview notes and scores, work permit/hosting agreements.

Special Category data: Occupational health assessments, criminal convictions.

2. How We Collect Your Personal Data

We only collect your personal data as part of the recruitment process. Any data we collect will be stored securely and treated confidentially. LIT is committed to ensuring that access to your data is limited to those who have a need to process it in line with the purposes set out below.

3. The purpose and legal basis for processing your personal data

We collect and use your personal data for recruitment purposes i.e. processing your application, verifying the information provided and assessing your suitability for the role, deciding whether to offer you a job and communicating that outcome

We consider the processing of your personal data for the purposes outlined above to be necessary for the following lawful bases:

- To enable us to fulfil our contractual obligations with you;
- To allow us to comply with legal obligations;
- For the performance of a function conferred on LIT by an enactment and
- To perform a task carried out in the public interest

There may be other situations where we will be required to seek your consent to our processing of your personal data. You are entitled to withdraw your consent at any time.

4. Who we share your personal data with

Your personal data is held securely by LIT and access is restricted to those staff members who need the personal data for one of the purposes set out above. We may also share your personal data, where necessary, with the following external bodies:

- **Your referees**
- **State Agencies:** An Garda Síochána for vetting purposes
- **Third parties:** Anonymised gender information for Athena Swan requirements

5. How long we retain your personal data

We store your personal data for as long as is necessary for the purposes set out above. Personal data relating to unsuccessful applicants will be retained for a period of 18 months. Where you become an employee of the Institute, we will retain the data set out above in line with the LIT Employee Privacy Statement. Our retention schedule is available in the Policy section of the data protection area of our website.

6. Your rights and how to exercise those rights

You have the following rights under data protection law, although your ability to exercise these rights may be subject to certain conditions:

- The right to receive a copy of and/or access the personal data that LIT holds about you, together with other information about our processing of that data;
- The right to request that any inaccurate data that is held about you is corrected and incomplete data updated;
- The right, in certain circumstances, to request that we erase your personal data;
- The right, in certain circumstances, to request that we no longer process your personal data for particular purposes, or to object to our use of your personal data or the way in which we process it;
- The right, in certain circumstances, to transfer your personal data to another organisation;
- The right to object to automated decision making and/or profiling; and
- The right to complain to the Data Protection Commissioner.

7. Where we hold your data

Your personal data will be stored either on LIT premises, with approved storage providers or on secure IT platforms within the EEA. Where your personal data would be held outside the EEA, we will ensure that this is done in accordance with EU approved transfer mechanisms.

8. How to contact us

If you have any questions about how your personal information is used, or wish to exercise any of your rights, please contact us at dataprotection@lit.ie or call 061 293044.

9. How to make a complaint

If you are unhappy with the manner in which your personal data is being processed by LIT, you can contact the Data Protection Officer at dataprotection@lit.ie.

You can also make a complaint to the Data Protection Commissioner by writing to the Data Protection Commissioner, Canal House, Station Road, Portarlinton, R32 AP23 Laois, emailing info@dataprotection.ie or calling +353 (0)761 104 800 or 057 8684800.

10. Changes to this Statement

We will update this Privacy Statement from time to time. You can always find an up-to-date version of this Statement on the LIT website or you can ask us for a copy.

Last updated on 12 December 2018