

## **FAIR PROCESSING NOTICE FOR JOB APPLICANTS**

This notice outlines the manner in which the personal data of job applicants to Community Law & Mediation (CLM) will be handled and processed as outlined in the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018).

CLM, the data controller, may hold the following personal data and information related to you in connection with your job application:

- your name and contact details, including your address, phone number, email address and post code;
- information contained in your application form, CV or cover letter;
- name and contact information of referees;
- any other personal data which you provide to us directly.

Please note it is the responsibility of the applicant to obtain consent from referees before providing CLM with their personal data.

As part of the recruitment process, CLM may request what is termed Special Category Data under GDPR and information regarding unspent convictions. This data is treated in the utmost confidence and access to the data is strictly limited to staff whose role necessitates such access.

We use your personal data to assess your application for employment with CLM, to verify your information, to conduct reference checks and to communicate with you during the application process.

The basis for processing your information is as follows:

- the activities are within the legitimate interest of CLM in recruiting new staff.
- the legal basis on which we collect, process and transfer special categories of data relating as outlined above is that you have given your consent.

We may share your information with select employees of CLM and with our ICT providers e.g. with our practice management system provider, our email service provider and/or remote conferencing service e.g. Zoom.

If unsuccessful in your job application, we will securely destroy your information two years after you have been advised of the outcome of the recruitment process. If you are successful in your application and accept employment with CLM, the information collected will be retained as part of your employment records.

We will only use your personal data in relation the position for which you apply and will not contact you regarding employment opportunities which arise in the future should your

original application be unsuccessful. Any advertised position you may wish to apply for in the future will require a new application.

**Your data protection rights include the following:**

- Right to access your personal data
- Right to rectify your personal data
- Right to erase in circumstances where it is no longer necessary for us to hold the personal data or, in some circumstances, if you have withdrawn your consent to the processing
- Right to object to or restrict processing
- Right to complain to the [Data Protection Commission](#)

If you would like further information, our [full privacy notice](#) is available on our website.

You can also contact us at Community Law and Mediation, Northside Civic Centre, Bunratty Road, Coolock, Dublin 17 or click here to [email](#).