



## **External Candidate Data Protection Statement**

### **Candidate data protection statement**

This data protection notice sets out the basis on which Tailte Éireann (TÉ) will process your personal data during the recruitment process.

### **Legal basis for processing data**

TÉ will carry out all procedures necessary to undertake the recruitment, assessment and selection of suitable candidates for appointment to TÉ. These are in accordance with the Public Services Management (Recruitment and Appointments) Act 2004 and Article 6(1)(f) of the General Data Protection (GDPR). Our processing is covered by:

- [Civil Service Regulation Acts, 1956-2005](#)
- [Public Service Management Act, 1997](#)
- [Public Service Management \(Recruitment and Appointments\) Act, 2004](#)
- [Safety, Health and Welfare at Work Act, 2005](#)
- [Employment Equality Acts, 1998-2015](#)
- [The Disability Act, 2005.](#)

### **Purposes of processing and categories of data**

Your personal data will be used for all stages of the recruitment process. The information contained on the form will be used:

- to assess eligibility for a specific competition;
- to assess suitability for the role;
- to ensure that a third party does not impersonate a candidate;
- to determine whether the candidate meets the set shortlisting criteria (if applicable);
- to aid the selection board in the assessment or interview situation (should the candidate be called to this stage).

When you begin the recruitment process, TÉ will create a personnel record in your name. This record contains information from your application form such as contact details, qualifications, ID documents and career history.

### **Special categories of personal data**

Certain special categories of personal data may be processed in the recruitment process. This is to allow us to fulfil our statutory obligations under the Employment Equality Acts 1998-2015 and the Disability Act 2005.

### **Disclosure of your personal data**

We will share your personal data with third parties in the following circumstances:

- where we are obliged to do so to comply with a legal or regulatory obligation;

- where the personal data on your application form is being reviewed by selection board members as part of the recruitment process;
- where a third-party processor acting on TÉ's behalf is employed to carry out shortlisting assessment as part of the recruitment process.

### **Service providers**

TÉ have engaged with third-party service providers to help facilitate the recruitment process, alongside the processing of your personal data on our behalf.

It must be noted that all data service providers need to process your personal data in line with the terms of that contract and are obliged to comply with the GDPR during their processing.

### **Retention period**

Details of unsuccessful candidates will be held for 12 months from the establishment of the applicable panel. The details of successful candidates panelled follow competition, not assigned, will be held for the duration of the panel or two years (whichever is longest). Details of candidates who have been assigned will be held as per the retention periods based on employment. Records will be managed in accordance with the terms of the National Archives Act 1986 and CPSA Code of Practice

### **Further information**

You can find further information on TÉ's Data Protection Policy and your rights under GDPR on TÉ [website](#). These rights include the right to make a request to TÉ to access the personal data held about you.