



Human Resources Recruitment Privacy Notice



Kerry County Council
Comhairle Contae Chiarraí



- REVISION CONTROL -

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1. Introduction

Kerry County Council (the Council) is responsible for the provision of an extensive range of public services. This is the Privacy Notice in relation to the Recruitment function of the Human Resources Department.

The Council seeks to promote the economic, social and cultural development of Kerry and in doing so contribute significantly to improving the quality of life of the people of the county. The delivery of high quality services, tailored to meet the needs of all our customers, remains one of the Council's core objectives and is included in our Corporate Plan.

This service includes not only the level and quality of service given to our customers, but also the quality of our decision-making processes, the efficiency and effectiveness of our corporate operations, standard of our facilities and our ability to adapt in an ever-changing environment. For further information please visit our website www.kerrycoco.ie under GDPR.

2. Information Collected by the Council

The Council processes¹ and uses certain types of information about individuals (Data Subjects) and organisations to provide the most effective and targeted range of services to meet the needs of the citizens, communities and businesses of Kerry.

Depending on the service being sought or provided, the information collected may include 'personal data'² as defined by the Data Protection Acts and by the General Data Protection Regulation 2016 (GDPR) and may relate to current, past and future service users; past, current and prospective employees; suppliers; and members of the public who may engage in communications with the Council.

In addition, the Council may be required, from time to time, to collect, process and use certain types of personal data to comply with regulatory or legislative requirements. This includes contact details to allow for efficient communication. You do not have to provide all contact details but providing more, such as email, phone, address, make it easier to communicate with you.

The Council needs to keep and process information about you for recruitment purposes. The information held and processed will be used for management and administrative use only. It will be keep and used to enable the Council to manage the relationship with you effectively, lawfully and appropriately, during your employment.

¹Processing is anything done with or to Personal Data, including data storage

²Personal Data is information about a living individual which is capable of identifying that individual



This includes using information to enable the Council to comply with the employment contract, to comply with any legal requirements, to comply with health & safety and occupational health obligations, to pursue legitimate interests and protect the Council's legal position in the event of legal proceedings. If you do not provide this data, the Council may be unable to comply with certain obligations. The Council you inform you about the implications of that decision.

Much of the information held will have been provided by you, but some may come from external sources, such as referees or previous public sector employers.

The personal information held in relation to initial applications may include;

- Name
- Address
- Telephone number
- E-mail address
- Qualifications
- Disability declaration
- Date of Birth (where there is a minimum age requirement e.g. lifeguards).

Where an applicant is successful at interview and offered employment, further information may be required/recorded e.g.;

- Medical Report
- References
- Date of Birth
- PPSN
- Gender
- Bank Details
- Driver's Licence/Passport
- SafePass
- Service details from previous public sector employer.

Where special categories of information relating to your racial or ethnic origin, political opinions, religious and philosophical beliefs, trade union membership, biometric data or sexual orientation are processed, the Council will always obtain your explicit consent to those activities unless this is not required by law or the information is required to protect your health in an emergency.

Where data is processing based on consent, you have the right to withdraw that consent at any time.



Other than as mentioned below, the Council will only disclose information about you to third parties if legally obliged to do so or to comply with our contractual duties to you.

If in the future the Council intend to process your personal data for a purpose other than that which it was collected, information will be provided on that purpose and any other relevant information prior to doing so.

3. Requirement for a Privacy Notice

The Council will set out the information required in a series of separate and distinct application forms and specific Privacy Notice relevant to each service application. Privacy Notices are located on our website at www.kerrycoco.ie under GDPR.

The Council has created this privacy notice to demonstrate our firm commitment to privacy and to assure you that in all your dealings with the Council, in the area of Recruitment, that the Council will ensure the security of the data you provide.

The personal data you may be required to supply, or may be collected through other sources (investigations by Council staff; information from other third parties or agents acting on your behalf; etc) is,

- Obtained lawfully, fairly and in a transparent manner
- Obtained for only specified, explicit and legitimate purposes
- Adequate, relevant and limited to what is necessary for purpose for which it was obtained
- Recorded, stored accurately and securely and where necessary kept up to date
- Kept only for as long as is necessary for the purposes for which it was obtained
- Kept in a form which permits identification of the data subject for no longer than is necessary
- Processed only in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing.

4. Sharing Information

The Council may share your information internally (within the Council) in accordance with statutory obligations. In addition, the Council may share your information with third parties in accordance with statutory and regulatory obligation. The Recruitment Section of Human Resources request and obtain information from the following bodies;

- Other Public Service bodies



- Medical Practitioners
 - your GP/Physiotherapist/Consultant etc with your consent or if provided by you
 - Occupational Health Practitioners engaged by Kerry County Council
- An Garda Síochána.

5. How your Personal Data will be used/processed

IT systems are used to manage and process employee data.

- Core HR provides HR, Payroll and Superannuation software. Some of your personal data will be recorded and processed using this software.
- Payroll is processed by a public sector shared service operator (MyPay) using the CoreHR software.
- MakoData Ltd provide analytics software connected to the CoreHR database.

Service Level Agreements and Data Protection Agreements are in place to govern access to the data.

Hard copy application forms are also retained.

Access to the data is controlled and restricted to relevant staff involved in assessing and processing the various services with other security measures such as passwords.

6. Legal and Regulatory Obligations

The legal basis and legitimate interest for processing personal data are included in;

- Employment Legislation
- Health & Safety legislation
- Superannuation legislation
- National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016
- Children First Act 2015
- National Guidance for the Protection and Welfare of Children 2017.

7. Records Retention Policy

The Council is in the process of preparing retention policies for all services and business units. These policies will outline the timeframe for which your personal data will be retained by the Council and what will happen to it after the required



retention period has expired. These policies will be published, when available, on the Council's website.

8. Your Rights

You have the right to request access to personal data held about you, obtain confirmation as to whether data concerning you exists, be informed of the content and source of data and check its accuracy. If the data held by the Council is found to be inaccurate you have the right to change, remove, block, or object to the use of, said personal data. In certain circumstances blocking access to data may delay or remove access to a service where the data is required by law or for essential purposes related to delivery of a service to you. Please note that to help protect your privacy, the Council take steps to verify your identity before granting access to personal data.

In addition, Data Subjects have a right to;

- exercise data portability, i.e., obtain a transferable copy of information the Council hold to transfer to a third party/provider
- obtain details of any transfer of data to a third country (outside the European Economic Area) and safeguards in place
- obtain details of any automated decision making.

To exercise these rights, you can make a Subject Access Request. This request can be in writing and directed to the contact details at the end of this policy or electronically using the form available on the Councils website (www.kerrycoco.ie) under GDPR.

9. Data Protection Contact Details

For all enquiries relating to Data Protection you can contact the Council at:

Phone: 066 718 3500
E-mail: dpo@kerrycoco.ie
Postal Address: Kerry County Council
County Buildings
Rathass
Tralee
V92 H7VT
Co. Kerry.

If you are not satisfied with the outcome of the response you receive from the Council in relation to your request, then you are entitled to make a complaint to the Data Protection Commissioner who may investigate the matter for you.



The Data Protection Commissioner's website is www.dataprotection.ie or you can contact their Office at:

Lo Call Number: 1890 252 231
E-mail: info@dataprotection.ie
Postal Address: Data Protection Commissioner
Canal House
Station Road
Portarlinton
R32 AP23
Co. Laois.