Waterways Ireland's GDPR Privacy Notice – Supplement for Job Applicants and Employees

Waterways Ireland is committed to protecting your personal information and to being transparent about what we use it for. This Waterways Ireland Privacy Notice provides detailed information on how we use a wide range of personal data collected in the course of our business. In our Recruitment and Selection activity we collect and process a significant amount of personal data about you. Our Human Resources Privacy Notice Supplement tells you specifically what we do with personal data collected when you apply for a job with Waterways Ireland. Click here to access the Waterways Ireland Privacy Notice and the Supplement for Job applicants.

Job Applicants and Employees – Protecting your Personal Data

Waterways Ireland needs to keep and process information about you for normal employment purposes. The information we hold and process will be used for our management and administrative use only. We will keep and use it to enable us to run the organisation and manage our relationship with you effectively, lawfully and appropriately, during the recruitment process, whilst you are working for us, at the time when you employment ends and after you have left our employment. This includes enabling us to comply with the employment contract, to comply with any legal requirements, pursue the legitimate interests of the Body and protect our legal position in the event of legal proceedings. If you do not provide the personal information we may be unable in some circumstances to comply with our obligations and we will tell you about the implications of that decision.

Recruitment and Selection

Waterways Ireland collects and processes personal data about you throughout the Recruitment and Selection process. Information is gathered from job applications and enquiries received via our website recruitment@waterwaysireland.org, by mail, phone and e-mail. We process this data as necessary to serve our recruitment activity. Any data requested will be used for recruitment purposes only, unless your application is successful when your personal information will be used for the purposes of performing an employment contract and will transfer to our employee files.

We may collect and process a wide range of personal data about you at different stages of the process.

• We will collect and process contact information: your name; e-mail address; phone number(s); postal address and information contained in your application form, such as: education & qualifications; employment history; details of referees; National Insurance number; nationality; details of criminal offences; details of any Disability as defined in legislation
• We will also collect data from you to meet our statutory obligations which will be anonymised for reporting purposes
• If you attend an interview we will collect and process additional personal data about you:
  • If you take part in a work or psychometric test, we will collect and process additional Personal Data about you
• Where relevant we will ask your consent to process Sensitive Personal Data. We collect and process sensitive information as necessary, in compliance with all applicable legislation, and in the furtherance of an employment contract. Where consent is sought and given, you retain the right to withdraw consent to the processing of Sensitive Personal Data.
• We will collect references which will contain personal data about you but only from referees provided by you and only when we are considering offering you a role. When you provide Waterways Ireland with personal details of referees, you should seek their permission and explain that we may be in contact with them.

In submitting your personal information and application you:

(1) declare that you have read, understood and accepted the statements set out in this data protection privacy notice;
(2) are declaring that the information given in the application is complete and true to the best of your knowledge, and understand that deliberate omissions and incorrect statements could lead to your application being rejected or to your dismissal;
(3) are giving your consent to the processing of the personal information contained in the application and any other personal data you may provide separately in a manner and to the extent described; and
(4) are authorising Waterways Ireland to verify or have verified on their behalf all statements contained in the application and to make necessary reference checks.

Unsuccessful applicant data will be held within the recruitment system for a period of one year before being deleted in order that we can respond to statutory reporting requests. Successful applicant data not transferred to an employee file will be deleted after a period of seven years.

**Employee Data**

Having accepted a contract of employment with Waterways Ireland your personal data will be transferred to your Personnel File. Once employed, our commitment and responsibility for the legitimate, accurate and secure collection and processing of your personal data continues.

We will collect additional personal information from you on commencement of employment which will include Sensitive Personal Data. Much of this data is collected as part of a legal obligation and is anonymised before being shared with Statutory Bodies such as the Equality Commission for NI or the National Disability Authority in Ireland.

We will collect and process personal information about you concerning your employment contract with Waterways Ireland. This will include; correspondence with
or about you, e.g., letters to you about a pay rise or, at your request, letters to third parties confirming your salary details; information needed for payroll, benefits and travel and expenses purposes, correspondence with you on sick/maternity/paternity pay; sickness absence certificates and correspondence to and from your medical professionals, Social Welfare forms, doctors reports, records of Annual leave and other absences, including Special Leave, and any of the other statutory leave entitlements as well as any applications made under Flexible Working opportunities.

We may collect personal information about you in the exercising of policies including but not exclusively: Grievance and Disputes, Disciplinary or Dignity at Work policies, and through meetings or communications with colleagues or managers, or through the Performance Management System.

We will collect personal information including sometimes Sensitive Personal Data in the course of various employee and Industrial Relations processes, including but not exclusively: meetings with Trade Union and employee representatives, legal proceedings, Work Relations Commission, Labour Court, Employment Tribunals and the Labour Relations Agency. The data collected will relate to your employment terms and conditions with Waterways Ireland, and may include; pay, annual leave, special leave, sick absences, medical determinations.

In the course of employment you will inevitably be referred to in many Waterways Ireland documents and records that are produced by you or your colleagues in the course of carrying out your duties and the business of the Body.

In addition we monitor computer, telephone and mobile telephone use, as detailed in our ICT Network, Internet & e-mail Policy. We also keep records of your hours of work by way of our electronic flexi-time recording system.

We will only disclose information about you to third parties if we are legally obliged to do so or where we need to comply with our contractual duties to you, for instance we may need to pass on certain information to our pension scheme.

**How long we hold your Personal Data**

To meet our legal and regulatory obligations, we hold your personal information for a period of time but we do not hold it for longer than is necessary. Waterways Ireland has published a Records Retention Policy. This outlines the timeframes after which personal data will be deleted and/or destroyed.