

GENERAL DATA PROTECTION REGULATION (RECRUITMENT)

- **Basis for Processing your Personal Information**

The basis for processing your personal data is to progress your application for the position you have applied for with Dublin City Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures.

Personal data sought for the purpose of recruitment will include your name, your contact details including email address and mobile phone number, particulars of education, details regarding your record of employment and confirmation of if you require an employment permit / visa / or work authorisation.

- **Sharing of Information**

Outside of the relevant recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied for, with a designated shortlisting and / or interview board.

If, following the competition, you are placed on a Panel and offered a position, the information provided in your application form will form part of your Personnel File and may be used for deciding the post to which you are assigned.

- **Storage period**

Your application will be retained for one year from the date a panel for this position is formed. In exceptional circumstances panels can be extended for an additional year and your personal data will be kept until the extension has expired (usually a further one year, rarely two years). Applications which are unsuccessful at interview stage will be retained for one year. Applications that are not progressed to interview stage will be destroyed post competition.

- If you do not furnish the personal data requested, Dublin City Council will not be able to progress your application form for the competition for which you are applying.
- Dublin City Council's Privacy Statement can be accessed at <http://www.dublincity.ie/privacy-statement>