

PRIVACY STATEMENT SUMMARY FOR CORLANN EMPLOYEES, RETIRED EMPLOYEES, BOARD MEMBERS, CONSULTANTS, AGENCY STAFF AND STUDENTS.

Corlann takes your privacy seriously. It is important that you know exactly what we do with personal information that you and others provide to us, why we gather it and what it means to you. Please take the time to read this notice carefully. If you are under 16 years of age, please read this with a parent or guardian and ensure you understand it. If you have any questions about how we use your information, please contact our Data Protection Officer at the details below.

This summary explains our data practice and tells you about the information we collect about you, how long we keep it and why.

1. What type of information we may hold on you.

- We hold data to identify you, your name address and contact details.
- We may hold information about your medical conditions.
- We may hold information about your personal circumstances, marriage, family and living arrangements (for paying tax, pensions and wages).
- We hold information on your next of kin supplied by you (name, address and contact details).
- We hold any information you may have supplied to us in the form of your job application or your CV.
- We may hold any information about you provided by professional bodies relating to your qualifications.
- We may hold financial information relating to bank accounts in relation to paying your salary, pension, remuneration, and tax.
- We may hold information about your membership of a Trade Union (in order to pay your subscription).
- We may hold information relating to the grievance and disciplinary process.
- We may hold an image of you/passport page/driving licence.
- We may hold a copy of your driving licence
- We hold information obtained during the Garda Vetting process.
- We may hold CCTV footage and this footage may be used by the Organisation in support of any grievance and disciplinary process or in review of incidents and accidents.

2. When we collect your information.

We start to collect your information when you apply to join our Services and build on that information in order to meet the requirements of your employment contract, administration of pensions, agency contract, student training, and our legal obligations as an employer.

How we use your information and the legal basis.

We use and share your data only where

- It is part of the recruitment process.
- We have a contract of employment or a contract for services– Under Contract.
- You have agreed or given explicit consent to the using of your data in a specific way and you can withdraw your consent at any time.
- When it is necessary in relation to the provision of your employment contract.
- To contact you or your next of kin in an emergency relating to your wellbeing at work or employment/contract.
- Used for our legitimate interests such as managing our Services including providing you with information regarding your employment.
- Under legal obligation.
- As we are deemed a public body we process data mainly under the legal obligation of Public Interest when it relates to our service provision.

3. How we use automated processing or “analytics”.

We do not use any automated processing or analytics of your personal or sensitive information.

We do use HR, Training, and Financial systems to process your data to ensure you are paid and appropriate records are kept in line with pension requirements and legislation.

All Corlann systems including e-mail systems are deemed for business use only and therefore will not purposely hold any data outside those required under contract and in the public interest. These systems are subject to searches in compliance with FOI and Data Protection search and retrieval requirements; Discovery/Court Orders; Security; Criminal Investigations by authorised authorities; and where appropriate HR Grievance & Disciplinary investigations.

4. With whom we might share your information.

- Third parties with whom we need to share your information for the purpose of administering your salary, pension, remuneration, Insurance.
- Statutory or regulatory bodies including central and local government, and law enforcement authorities under disclosure orders or other relevant regulations.
- Health & Safety Authority in the case of accidents or incidents at work.
- We may be required to share your data with the HSE with whom we have a data sharing agreement as part of our Service Level Agreement.
- We may have to share your data with various Government Departments. e.g Revenue Commissioners, HIQA, an Garda Síochána, HSE, Professional Bodies etc.

5. How long we hold your data.

How long we hold your data is subject to legislation and regulatory rules we must follow, set by authorities such as the Department of Finance, Health Service Executive, Health & Safety Authority, and Revenue. Usually this means that we hold your data while you are employed by Corlann and for a period thereafter to ensure your pension rights are fulfilled and in line with our records retention and destruction policy. Corlann has a records management and retention policy that can be viewed by all staff.

Unsuccessful candidate data is held for up to 2 years following the recruitment process and deleted under confidential conditions thereafter.

6. Your rights

Under GDPR and Data Protection Act 2018 & 2003 you have rights in relation to how we use your information including the right, without undue delay, to:

- Find out if we use your information, access your information and receive copies of your information;
 - Have inaccurate/incomplete information corrected and updated;
 - Object to particular use of your personal data for our legitimate business;
 - In certain circumstances, to have your information deleted or our use of your data restricted;
 - Exercise the right to data portability (i.e. obtain a transferable copy of your information we hold to transfer to another employer); and
 - To withdraw consent at any time where processing is based on consent.
- There are exemptions under the DP Act and GDPR to these rights where legislation dictates we must hold data.**

If you wish to exercise any of your data protection rights you can contact us at the appropriate Corlann Region where you work, or have worked, and the local Corlann Data Protection Representative (DPR) will facilitate you.

If we are unable to deal with your request fully within a calendar month (due to the complexity or number of requests) we may extend this period by a further two calendar months. If you make your request electronically, we will try to provide you with the relevant information electronically.

You also have the right to complain to the Data Protection Commissioner if you are unhappy with the way we have processed your request. You can contact the Office of the Data Protection Commissioner at:

Telephone: +353 57 8684800 or +353 (0)761 104 800

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, Ireland

Web Site: <https://www.dataprotection.ie/>

8. How to contact the Corlann Data Protection Officer

If you have questions about Data Protection you can reach our Data Protection Officer at DPO@corlann.ie, by mail at: National Head of Risk & Regulation, Data Protection Officer, Kilcornan House, Clarinbridge, Co. Galway, H91 K2E9.

9. Updates

We may have to update our Data Privacy Notice from time to time. Any updates will be posted on our web site www.corlann.ie.

Corlann endeavours to operate in compliance with the Data Protection Act 2018 & 2003 and the EU General Data Protection Regulations.

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