

Galway Clinic Recruitment Privacy Notice

1. Introduction

The Galway Clinic (GC) has implemented this document to demonstrate its commitment to the protection of your personal data. We recognise that protecting personal data, including special categories of data (sometimes referred to as sensitive personal data), is very important to you and that you have an interest in how we collect, use, store and share such information.

This notice sets out how we will use and protect your personal data for recruitment purposes and provides an overview of how GC ensures the protection of personal data in the context of recruitment procedures. It also sets out which rights persons submitting personal data in that context have.

Please note that we reserve the right to update this Privacy Notice as required. The most recent version of this document can be found on our website using the following link <https://www.galwayclinic.com/general/recruitment-privacy-policy>

1.1 *Company Information*

References to “GC”, “us”, “our” and “we” refer to Galway Clinic, and any associated companies from time to time. More information about GC can be found at: www.galwayclinic.com.

1.2 *Legislation*

All personal data we gather will be “processed” in accordance with all applicable data protection laws and principles, including the EU General Data Protection Regulation 2018 and the applicable Irish Data Protection Acts.

1.3 *Queries and Complaints*

If you require further information about the way your personal data will be used, or if you are unhappy with the way we have handled your personal data, and wish to contact us please submit your concerns to: DPO@galwayclinic.com



The **DPO@galwayclinic.com** mailbox is managed by the GC DPO function and all correspondence received will be addressed accordingly, including support from the designated GC Data Protection Officer.

You have the right to lodge a complaint with the Office of the Data Protection Commissioner. To contact the Office of the Data Protection Commissioner, please use the following details:

Data Protection Commissioner Helen Dixon

Canal House

Station Road

Portarlinton

County Laois

Telephone: **+353 (0)761 104 8000**

Telephone: **+353 (0)57 868 4800**

Email: **info@dataprotection.ie**

LoCall Number: **1890 252 231**

Fax: **+353 (0)57 868 4757**

Please note that we will take all appropriate steps to keep your personal data safe. In the unlikely event that we have a security breach, we will notify you without undue delay about the circumstances of the incident as required within our legal obligations.

2. Recruitment Privacy Information

2.1 How do we collect information?

It is necessary that we collect personal data relating to prospective employees. This data may be collected directly by our staff or by recruitment agencies, which you have engaged during the search for employment.

Sometimes we may request that other organisations, where you have indicated that you have previously worked, provide us with data relating to you in order to ensure that you are an optimal fit for GC.

2.2 What do we use information for?

We use your personal data to validate your qualifications for the relevant position for which you have applied for or have been referred for. This enables us to ensure that our staff are of the highest standard and capable of providing superior healthcare to our patients.

Specifically, we may use the personal data we gather for any or all the following purposes:

Process	Description	Lawful Basis for Processing under GDPR
Job Applications	When you apply for a job at GC, certain data is collected and shared among a panel within GC. All applicants must go through this screening process.	The use of the data is necessary for the performance of a contract to which the applicant is party or to take steps at the request of the applicant prior to entering a contract.
Checking Referees	We may contact references which you have provided to us to validate your work experience and achievements.	The use of the data is necessary for the performance of a contract to which the applicant is party or to take steps at the request of the applicant prior to entering a contract.
Pre-employment screening	There are a number of steps which may be taken in order to further validate your suitability for the role being applied for, including: interviews; psychometric testing; and occupational health assessments.	The use of the data is necessary for the performance of a contract to which the applicant is party or to take steps at the request of the applicant prior to entering a contract. The use of the data is necessary for the assessment of the working capacity of the applicant.

Process	Description	Lawful Basis for Processing under GDPR
Garda Vetting	We may require that you are Garda vetted prior to confirming your offer of employment.	The National Vetting Bureau Bill 2012.
CCTV Footage	CCTV cameras are in operation both inside and outside of the clinic in order to protect our staff, patients and property.	The use of the data is in our legitimate interests as a healthcare provider.
Visitor Sign-In	Visitor data is recorded at our reception to keep a log of external parties who are operating within the clinic.	The use of the data is in our legitimate interests as a healthcare provider.
System Maintenance	Sometimes data may be accessed during system repairs and updates, as required. Candidate data will also be used in order for the Clinic to maintain system back-ups in the event of an IT system failure.	The use of the data is necessary for the management of health services. The use of the data is necessary to ensure high standards of quality and safety of health care.
Call Recording	Telephone calls made to our enquiries line are sometimes recorded for quality purposes.	The use of the data is in our legitimate interests as a healthcare provider. The use of the data is necessary to ensure high standards of quality and safety of health care.

2.3 Who do we share information with?

There are various circumstances in which we may share personal data with other parties. Generally, this includes our staff, medical consultants with whom we have an existing relationship and some pre-advised third parties. Any party which you have given us permission to speak with (family, friends or otherwise), health insurance providers.

We take steps to ensure that any third-party partners who handle your information comply with data protection legislation and protect your information to the same extent as we do. We only disclose personal information that is necessary for them to provide the service that they are undertaking on our behalf. We will aim to anonymise your information or use aggregated non-specific data sets where possible.

2.4 What type of information is collected?

While the type of personal data we collect may vary based on your application and the role being applied for, we believe it is important that you are aware of the types of personal data we may gather and use. The following table is a non-exhaustive list of the categories and types of personal data we use to perform our duties.

Please note that the information listed under one category may be used for the performance of a task, or in relation to activities listed under another heading or as outlined in Section 2.3 above.

Reason	Type of Data Collected
Personal Identity	Title, name, ID Documents
Contact Details	Home address, email address, mobile number
Education	Academic qualifications, dates of attendance, grades achieved
Work Experience	Details of work experience, employment references
Occupational Health	Medical report
Determining Benefits	Information regarding personal circumstances and family status
Payroll	Bank account details
Clinic Security	CCTV footage, visitor sign-in logs.

3. How long do we retain information?

We have a comprehensive record retention schedule and policy. The retention periods differ depending on the purpose of the processing and the nature of the information. How long we keep data is primarily determined by how long it is required for the stated purpose, for time periods set out by legislation or the period required to defend ourselves against legal action.

Where we wish to retain personal data beyond statutory periods we will either:

- Anonymise the information so that it is no longer possible to determine who the data relates to.
- Have justification for doing so (e.g. legal claims).

Please feel free to contact us if you would like more information about our specific retention periods.

4. What are your rights?

You have a number of rights when it comes to your personal data. On receipt of a valid request to invoke one your rights, we will do our best to adhere to your request as promptly as reasonably possible, however, restrictions may apply in certain situations.

4.1 *Right of Access*

You have a right to know what personal data we hold on you, why we hold the data, and how we are using the data.

When submitting your request, please provide us with information to help us verify your identity and as much detail as possible to help us identify the information you wish to access (i.e. date range, subject of the request).

4.2 *Right to Rectification*

You have a right to request that the personal data held in relation to you is up to date and accurate.

Where information is inaccurate or incomplete, we encourage you to contact us to have this information rectified. Upon receipt of your request, we will ensure that the personal data is rectified and as up to date as is reasonably possible.

4.3 *Right to be Erasure*

You have the right to seek the erasure of personal data relating to you in the following circumstances:

- The personal data is no longer required for the purposes for which it was obtained.
- Where the use of the data is only lawful on the basis of consent, you withdraw consent to the processing and no other lawful basis exists.
- The personal data is being used unlawfully.
- You object to the use of your personal data and there are no overriding legitimate grounds for the use of the data
- Your personal data requires deletion in line with legal requirements.

However, we will be unable to fulfil an erasure request if the personal data is required for execution of an employee's active employment contract.

Please be aware that in certain circumstances we may need to retain some information to ensure your preferences are respected in the completion of our duties. For example, we cannot erase all information about you where you have also asked us not to send you future communications. Otherwise, your preference not to receive communications from us would be erased.

4.4 Right to Restriction

You have the right to restrict the extent for which your personal data is being used by us in circumstances where:

- You believe the personal data is not accurate (restriction period will exist until we update your information).
- The processing of the personal data is unlawful but you wish to restrict the use of the data rather than erase it.
- Where the personal data is no longer required by us but you require the retention of the data for the establishment, exercise, or defence of a legal claim.
- You have a pending objection to the future use of your personal data.

When the use of your data has been restricted, your personal data will only be further used: with your consent; for the establishment, exercise or defence of legal claims; for the protection of the rights of other people; or for reasons important to public interest.

We will contact you to confirm where the request for restriction is fulfilled and will only lift the restriction after we have informed you that we are doing so.

4.5 Right to Data Portability

You have the right to the provision of all personal data that you have provided to GC in relation to you in a structured, commonly used and machine-readable format where:

- The lawfulness of the use of your personal data by us is reliant on the basis a contract.
- The lawfulness of the use of your personal data by us is reliant on the provision of your consent.
- The data is being utilised by fully automated means.

You may also request that we send this personal data to another legal entity where technically feasible.

We will refuse such a request if the data being requested may adversely affect the rights and freedoms of others.

4.6 Right to Object

You have the right to object to the further use of your personal data where:

- The lawfulness of the use of your personal data by us is reliant on the basis of our legitimate interests.
- Where the data is non-sensitive, and being used for reasons in the public interest.
- Where the data is being used for direct marketing purposes.

If you wish to object to the use of your data, please contact us with your request. We will then stop using the data of personal data unless it is required for legal proceedings.

4.7 Right not to be subject to Automated Decision Making, including Profiling

You have a right not to be subject to a decision based solely on automated processing or profiling, where such decisions would have a legal effect or significant impact on you.

Where we (or one of our third-party processors) use profiling, which produces legal effects for you or otherwise significantly affects you, you will have the right to object to such processing.

5. Cookies

GC respects the privacy of all visitors to our websites. Our website employs cookies in order to operate effectively, more information on how our website uses cookies can be found at <https://www.galwayclinic.com/cookie-policy>