

An tÚdarás Rialála Comhlachtaí Tithíochta Ceadaithe

Approved Housing Bodies
Regulatory Authority



Job Applicant Privacy Notice

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This privacy notice provides you with information about how your personal data is processed when you apply for a position at the Approved Housing Bodies Regulatory Authority (AHBRA). AHBRA is the data controller for personal data handled as part of the recruitment process.

1. What types of personal data do we process?

This notice relates to personal data processed to assess any job application you submit to AHBRA. Primarily, the personal data we process will be:

- Name, address, email address, telephone number, or other relevant contact information;
- Information contained in your application form, CV or cover letter, such as previous work experience, place of employment, education or other information you provide during the application process;

- Type of employment sought, current salary, desired salary, willingness to relocate or any other job preferences;
- Names and contact information for referrals.

It is the responsibility of the applicant to obtain consent from referees before providing AHBRA with their personal data. For the avoidance of doubt, AHBRA does not wish to receive any confidential or proprietary (patented) information which you have received from your previous employers.

As part of the recruitment process, AHBRA may collect and process special category data under GDPR (including information on health and disability). This data is treated in the utmost confidence and access to the data is strictly limited to staff whose role necessitates such access.

Please note that we receive information relating to pensions and sick leave where your appointment to a role takes the form of a transfer from another public sector organisation.

We process personal data as part of the recruitment process under the lawful bases of legitimate interest and consent. Special category personal data is processed for employment purposes.

2. For what purpose will job application data be used?

Job application data you provide to us will be used to:

- Verify your information;
- Assess your suitability for the role;
- Conduct reference checks;
- Communicate with you during the application process.

If you accept employment with AHBRA, the information collected will be retained as part of your employment record and will be used for employment purposes.

Limited to health and disability data is processed for the sole purpose of adhering to legal obligations to provide a safe and suitable working environment for you.

3. Who may access your data?

Access to your personal data is restricted to those who have a specified need to process it. In the context of recruitment, access will generally only be granted to HR and any relevant and necessary person involved in the hiring process, such as a hiring manager or interviewer. In order to ensure that AHBRA has access to sufficient expertise in order to conduct interviews, external interviewers may be involved in the process and will access your personal data under a carefully-designed data-security procedure.

AHBRA engage third parties to provide services. This may include companies who provide services in relation to recruitment, HR support, occupational health, data storage, IT and security.

Where we engage a third party to provide a service to us, we require them to take appropriate steps to protect your personal data, and only to use the personal data for the purpose of performing those specific services.

4. How long will your job application data be kept?

Recruitment records (job applications, correspondence, etc.) will be securely deleted and/or destroyed eighteen (18) months after the recruitment for this role concludes. Please note that AHBRA retain a limited overview record of the existence of past applications (including name, unique identifier and outcome of the application). For successful applications, recruitment records will be retained on your employee personnel file.

5. Data Subject Rights

Under the General Data Protection Regulation (GDPR), data subjects have certain rights regarding their personal data. These rights are:

- The right to be informed;
- The right of access;
- The right to rectification;
- The right to erasure (right to be forgotten);
- The right to restrict processing;
- The right to data portability;

- The right to object.

Please note that data protection rights are not absolute and may be restricted if necessary. If you feel that our data-processing practices do not align with statutory obligations, or have any queries about how we process your data, you can contact us and request clarifications at any time.

You also have the right to lodge a complaint with the Data Protection Commission if you feel that any of your rights have been infringed. Further details on data subject rights are available at <https://www.dataprotection.ie/en/individuals/know-your-rights/right-access-information>.

6. Contact Details

If you have any queries on how your personal data is handled for the purposes of recruitment at AHBRA, please contact our Data Protection Officer at dpo@ahbregulator.ie