An tÚdarás Rialála Comhlachtaí Tithíochta Ceadaithe
Approved Housing Bodies Regulatory Authority

Job Applicant Privacy Notice

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1. Purpose

This notice outlines what personal information AHBRA will collect from AHBRA Job Applicants, why it is required and how the information will be used under Data Protection legislation, which includes the EU General Data Protection Regulation (GDPR), the ePrivacy Directive and the Irish Data Protection Acts **(Data Protection legislation).**

Data Protection legislation imposes strict guidelines to secure an individual's right to privacy with regard to their personal information.

2. Who this notice applies to

- Job Applicants

3. 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:

1. Name, address, email address, telephone number, or other relevant contact information;
2. 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;
3. Type of employment sought, current salary, desired salary, willingness to relocate or any other job preferences;
4. Names and contact information for referrals; and
5. Health and/or disability data where applicable and necessary.

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 the role takes the form of a transfer from another public sector organisation.

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

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

1. Verify your information;
2. Assess your suitability for the role;
3. Conduct reference checks;
4. Communicate with you during the application process;

5. Provide reasonable accommodations at job interviews where necessary.

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. We may process special category data such as necessary health and/or disability data where required for compliance with legal obligations and to provide a safe and suitable working environment for you.

5. Legal Basis for Processing

Under data protection law AHBRA is required to have an appropriate basis for processing personal data and to advise data subjects of what that basis is.

The legal bases we rely on for processing your personal data are as follows:

- **Contract:** Processing is necessary for the performance of a contract to which you are a party to (employment contract) or in the recruitment exercise prior to entering into an employment contract with you;
- **Legal obligation**: Processing that is required under applicable law (e.g. health and safety and employment legislation);
- **Public Task:** Processing is required in exercising AHBRA's official authority in relation to a public body's duty, power, function or task such as under the Housing (Regulation of Approved Housing Bodies) Act 2019; and/or
- **Legitimate Interests: Processing** is necessary for the purposes of the legitimate interests pursued by AHBRA, where those interests are not overridden by the rights and freedoms of the data subject.

6. 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. 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 engages third parties to provide services. This may include companies who provide services related 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.

7. 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 retains a limited overview record of the existence of past applications (including name, unique identifier and outcome of the application) for audit and reporting purposes. For successful applications, recruitment records will be retained on your employee personnel file.

8. Your Rights

Under Data Protection legislation, you have a number of rights with regards to the processing of your personal data, these are outlined below.
If you have provided consent for the processing of your data, you have the right to withdraw that consent at any time by contacting the Data Protection Officer.

Your Rights Explained:

- **Right to be informed** about the processing of your personal data
- **Right to rectification** if your personal data is inaccurate or incomplete
- **Right of access** to your personal data and supplementary information and the right to confirmation that your personal data is being processed
- **Right to erasure** by having your personal data deleted or removed on request where there is no compelling reason for the organisation to continue processing
- **Right to restrict** processing of your personal data, for example, if you consider that processing is unlawful, or the data is inaccurate
- **Right to data portability** of your own personal data for your own purposes (you will be allowed to obtain and reuse your data)
- **Right to object** to the processing of your personal data

Following receipt and validation of a request to exercise any of the above rights, AHBRA will respond without undue delay, and in any event, within one month of receipt of the request. That period may be extended by two further months where necessary, taking into account the complexity and number of requests. AHBRA shall inform you of any such extension within one month of receipt of the request, together with the reasons

for the delay.

9. Right to Lodge a Complaint

You have the right to lodge a complaint with the relevant Data Protection Authority if you feel we have not complied with the regulatory requirements regarding your personal data.

Ireland – Data Protection Commission

Data Protection Commission 21 Fitzwilliam Square South Dublin 2
D02 RD28
Telephone – 01 7650100 / 18000437 737 09:30 – 13:00 and 14:00-17:30 (Monday - Friday)
Online - https://forms.dataprotection.ie/contact

10. Transfers Outside of the EEA

AHBRA does not generally make use of services provided by third parties outside the EEA. In the event that AHBRA does, it will choose providers who process data on the basis of:

- Standard Contract Clauses – 2021 Edition
- An Adequacy Decision from the European Commission

11. Contact Details

Should you have any queries regarding this notice or data protection in general, contact the Data Protection Officer using the details outlined below;

- Email: dpo@ahbregulator.ie
- Post: Data Protection Officer, The Approved Housing Bodies Regulatory Authority, 4th Floor Grattan House, 67-72 Lower Mount Street, Dublin 2, DO2 H638

12. Document control – Change and Review History

Issue Date	Issue	Author	Approver	Reason for Change

November 2022	1	DPO	Head of Legal	First issue
April 2026	2	DPO	Head of Legal	Additional Purposes & Legal Basis for processing included