



## Enable Ireland Recruitment Candidates – Privacy Policy Rezoomo

### **Purpose**

Enable Ireland as the data controller must comply with all applicable data protection, privacy and security laws and regulations in the locations in which we operate. We respect your rights to privacy and to the protection of your personal information. The purpose of this privacy notice is to explain how we collect and use personal information pursuant to your candidate application in the recruitment process within the Enable Ireland via applications processed through the Rezoomo Talent Acquisition platform.

Rezoomo on behalf of the Enable Ireland manage the data collection for Enable Ireland defined campaigns carried out by Local Recruitment services in the Enable Ireland.

For the purposes of Enable Ireland's recruitment, Rezoomo is Enable Ireland's Data Processor.

### **The information we process**

In order for us to fulfil our obligations as a recruiter it is necessary for the Enable Ireland to collect and process various categories of personal information about you. Only relevant data is recorded, for example, data that is necessary to identify you, verify your education and employment history, and to contact you.

### **Types of information we collect**

Personal data means any information relating to you which allows the Enable Ireland to identify you such as, your name and address, contact phone numbers and e-mail address. The Enable Ireland will collect the following personal information about you:

- Personal details about you, such as name, date of birth, address.
- Contact details for you, such as phone number, email address, address
- Relevant information pursuant to your application such as education and employer history and verification document pursuant to same
- Documentation to support your application such as Passport, birth cert , proof of address as means to confirm identity
- Nationality to establish right to work in Ireland (The Employment Permits Acts 2003 to 2014)

We may also process certain special categories of information, which may include racial or ethnic origin which if collected will be used for statistical purposes and will in no way be used in the recruitment activity itself.

### **How we obtain your information**

We obtain information:

1. directly from you when you provide it to us through applying for a campaign via the Rezoomo platform.
- By registering your interest in working for the Enable Ireland through the Talentpool database registration

### **Why we process your information**

Your information may be used to perform a range of activities associated with the recruitment process in the Enable Ireland, such as:

- Communication with you throughout the various stages of the recruitment process via email, Rezoomo message board, SMS messages, and phone or post mail.
- Sharing relevant information with essential parties in the recruitment process such as interview boards
- Should you be successful in your application, your information will be used to prepare your contract of Employment and provide a recruitment file to the National HR team

Enable Ireland may generate statistical information for internal purposes. Enable Ireland will make sure that you cannot be identified by anonymising the information. If it is not possible to anonymise the information, you will be contacted for your consent.

### **Who can access your data**

Data will only be shared on a strict need-to-know basis for specified purposes relating to recruitment and appointment to positions within Enable Ireland.

It may only be accessed by:

- Enable Ireland staff involved in recruitment, including HR recruitment teams and hiring managers involved in the recruitment and selection process
- Independent Chairpersons who are involved in the recruitment process
- HR staff for successful candidates who progress to employees

### **How your information will be kept secure**

We are committed to ensuring that your information is secure with us and with the third parties who act on our behalf. We have a number of security precautions in place to prevent the loss, misuse or alteration of your information.

All staff working for Enable Ireland have a legal duty to keep information about you confidential and all staff are trained in information security and confidentiality. Enable Ireland has strict information security policies and procedures in place to ensure that information about you is safe, whether it is held in paper or electronic format.

### **Legal basis for processing**

The lawful basis under the General Data Protection Regulation for processing personal data in relation to recruitment is as follows:

- The processing of personal data is necessary for a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6.1(e) GDPR).
- Where an applicant is successful and becomes an employee, the lawful basis relied on for processing would be Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract (Article 6.1(b) GDPR)

### **Retention period**

We will only retain information for as long as necessary. Recruitment Records are maintained in line with Enable Ireland's Retention Schedule. For more information see Enable Ireland's External Privacy Policy: <https://enableireland.ie/privacy-policy>

### **Your rights**

You have certain legal rights concerning your information and the manner in which we process it.

This includes:

- a right to get access to your personal information
- a right to request us to correct inaccurate information, or update incomplete information
- a right to request that we restrict the processing of your information in certain circumstances
- a right to request the deletion of personal information
- a right to receive the personal information you provided to us in portable format;
- a right to object to us processing your personal information in certain circumstances
- a right to lodge a complaint with the data protection commission

## Exercising your rights in respect of your personal information

| Your rights   | How to exercise your rights   |
|---|---|
| <p>a right to get access to your personal information;</p>  | <p>You can access your personal records held on the Rezoomo platform by making a subject access request (SAR) through your Rezoomo Candidate profile / Edit Profile / Rezoomo Candidate Privacy Dashboard.</p> <p><a href="https://www.rezoomo.com/privacy/">https://www.rezoomo.com/privacy/</a></p> <p>You can access any personal records held by the Enable Ireland by making a subject access request (SAR) to <a href="mailto:dpo@enableireland.ie">dpo@enableireland.ie</a>. It is important that you provide satisfactory evidence of identification and a sufficient description of the data that you are looking for.</p>   |
| <p>a right to request us to correct inaccurate information, or update incomplete information;</p>       | <p>Personal contact details must be updated through your Rezoomo Candidate profile or Enable Ireland Talent pool registration. It is your responsibility to ensure that your information is correct and up to date at all times</p> <p><a href="https://www.rezoomo.com/privacy/">https://www.rezoomo.com/privacy/</a></p> <p>Please note that the right to correct inaccurate information or update incomplete information does not apply to campaign application information (Employment / Education History and competencies) due to the nature of the applicants having a defined timeframe to provide information for assessment in the competitive recruitment process.</p> |
| <p>a right to request that we restrict the processing of your information in certain circumstances;</p> | <p>Via Rezoomo profile/ Edit Profile / Rezoomo Candidate Privacy Dashboard</p> <p><a href="https://www.rezoomo.com/privacy/">https://www.rezoomo.com/privacy/</a></p> <p><u><i>ENABLE IRELAND Talentpool alerts</i></u></p> <p>If at any point you wish to stop receiving alerts from Enable Ireland talentpool you can switch off alerts through your ENABLE IRELAND Talentpool/Rezoomo profile.</p>   |

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|---|--|
| <p>a right to request the deletion of personal information</p>                                | <p>If you wish to exercise this right and you have applied to the Enable Ireland for any campaigns you will get an on screen notification reminding you of the consequences of this, which will vary depending on individual situation with applications to Enable Ireland:</p> <ol style="list-style-type: none"> <li>1. You have applications currently in progress for live campaigns, deleting your data confirms that you are actively withdrawing from the campaign. You will not be progressed any further in the campaign and all application data relating to the campaign/s will be deleted.</li> <li>2. You have previously applied for a campaign and were successful in securing a place on a recruitment panel. Deleting your data confirms that you are actively withdrawing from the panel and you will no longer receive any Job offers from the panel. All application data will be deleted.</li> <li>3. You have previously applied for a campaign and were unsuccessful in securing a place on a panel. Deleting your data has no impact on further job offers.</li> <li>4. You have previously applied for a campaign and were successful in securing an appointment and have transitioned to An Enable Ireland employee. Your data will be deleted from Rezoomo. Your recruitment file will have been transferred to Enable Ireland during the onboarding process.</li> </ol> <p>Your Rights as Enable Ireland Employee can be accessed at: <a href="https://enableireland.ie/privacy-policy">https://enableireland.ie/privacy-policy</a><br/>This will also exercise your right to be forgotten from Enable Ireland Talentpool.</p> <p>This can be exercised via Rezoomo profile/ Edit Profile / Rezoomo Candidate Privacy Dashboard.<br/><a href="https://www.rezoomo.com/privacy/">https://www.rezoomo.com/privacy/</a></p> |
| <p>a right to receive the personal information you provided to us in portable format;</p>     | <p>Via Rezoomo profile/ Edit Profile / Rezoomo Candidate Privacy Dashboard : <a href="https://www.rezoomo.com/privacy/">https://www.rezoomo.com/privacy/</a></p>   |
| <p>a right to object to us processing your personal information in certain circumstances;</p> | <p>Via Rezoomo profile/ Edit Profile / Rezoomo Candidate Privacy Dashboard: <a href="https://www.rezoomo.com/privacy/">https://www.rezoomo.com/privacy/</a></p>  |
| <p>a right to lodge a complaint with the data protection commission.</p>                      | <p><a href="https://www.dataprotection.ie/en/individuals/exercising-your-rights/complaints-handling-investigations-and-enforcement-individuals">https://www.dataprotection.ie/en/individuals/exercising-your-rights/complaints-handling-investigations-and-enforcement-individuals</a></p>   |

### **Sharing with Third Parties**

Enable Ireland will not share the information provided on Rezoomo to third parties.

We may also be receiving services from, or providing information to

- Independent Interview Chairpersons working on behalf of Enable Ireland Recruitment.
- Statutory bodies, for example NMBI, CORU
- Professional bodies

In order to assist in this process,

- we may need to share your personal information with those providers.
- we may receive your personal information from those providers.
- We are careful only to share the information that is necessary for this purpose. Examples of when we share information with statutory bodies would.
- WRC in the event of an appeal by a candidate in the recruitment process. This information would be required to enable such bodies to make a decision on such an appeal.
- CORU on foot of a summons invoking powers under the Health and Social Care Act 2005 in relation to professional conduct.
- Anyone who receives this information is also bound by confidentiality and the data protection laws.

### **Contact details**

- If you have any queries in relation to Data Protection or other issues around the security of your personal information
- For more information about the steps we are taking to protect your information
- For more information about your rights, including the circumstances in which you can exercise them and how to exercise them,
- If you wish to raise a complaint on how we have handled your personal information, you can contact our Data Protection Officer who will investigate the matter. We hope that we can address any concerns you may have.
- Enable Ireland DPO can be contacted on

**Phone:**

**Address:**

**Email:** [dpo@enableireland.ie](mailto:dpo@enableireland.ie)

### **Access to Enable Ireland's full Privacy Notice:**

<https://www.enableireland.ie/privacy-policy>

We will make changes to this notice from time to time.

You will always find an up-to-date version of this notice on Enable Ireland's website and you can also ask the Data Protection & Compliance Officer for a copy of the most up-to-date notice. This notice was last updated on 22.08.2024.

### **Cookie Policy**

Rezoomo Cookie Policy is built into the system:

<https://www.rezoomo.com/rezoomo-cookie-policy/>