



Law Society of Ireland

Job Applicant Privacy Statement: Use of your personal data

The Law Society of Ireland ('we', 'us', 'our') takes its responsibilities under applicable data protection law, including the General Data Protection Regulation and implementing legislation ("**Data Protection Law**") very seriously.

The purpose of this notice is to inform you of the data relating to you that we may collect and how we will process it when you apply for a position with us.

The Law Society of Ireland is the controller in respect of the personal data which is processed in connection with your job application and has its main place of business at Blackhall Place, Dublin 7, Ireland.

If you have any questions about our use of your personal data, please contact Human Resources by email at recruit@lawsociety.ie

1. **What information do we collect**

We will process the personal data that you provide to us as part of the job application process, including any CV's that you provide to us. Such data may include:

- your name and contact details, including your address, email address and telephone number;
- your qualifications, skills, experience and employment history;
- your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- your entitlement to work in Ireland; and
- any other personal information you provide directly to us including during an interview.

We may also process personal data that is provided to us on your behalf by recruiters, and information that is provided by your referees.

2. Purpose of processing and legal bases

Your personal data may be used by us for the purposes of processing your job application, and if applicable, interviewing you.

The legal bases on which we collect and process your information in the manner described above are:

- (a) where any such processing is necessary to take steps at your request prior to entering into a contract with you or to enter into a contract with you;
- (b) our legitimate interests in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims. We will not process your personal data for these purposes if to do so would constitute an unwarranted interference with your own interests, rights and freedoms; and
- (c) to comply with our legal and regulatory obligations, e.g. it is mandatory to check a successful applicant's eligibility to work in Ireland before employment starts.

The legal bases on which we collect and process special categories of data relating to you in the manner described above are:

- (a) where such processing is necessary to comply with our obligations or exercise our rights under employment and social security and social protection law;
- (b) where such processing is necessary to assess your working capacity; or
- (c) in limited circumstances, where you have given your explicit consent to such processing.

3. Sources of Data

As well as collecting information from you directly, we also receive or obtain information relating to you from persons who you have named as referees or recruiters.

4. Recipients of data

We may disclose your personal data to third party recipients in connection with the above purposes, including:

- to third parties who we engage to provide services or benefits to us, such as professional advisers, auditors, insurers and outsourced service providers;
- to competent regulatory authorities and other bodies as requested or required by law.

5. Retention

It is not our policy to hold CV's on file beyond the duration of our job application process but if you are called for an interview with us and your application for employment is unsuccessful, we will hold your data on file for twelve months after the end of the relevant recruitment process. We retain your personal information for that period so we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. During this period, we may also process your data in order to contact you about alternative positions in the Law Society. After this period, we will securely destroy your personal information.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during your employment. The periods for which your data will be held will be provided to you in an employee privacy statement.

6. Necessity of provision of certain information and consequences

You are under no statutory or contractual obligation to provide data to us during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all (e.g. where you fail to provide information on your entitlement to work in Ireland).

7. Transfers Abroad

In connection with the above we may transfer your personal data outside the European Economic Area, including to a jurisdiction which is not recognised by the European Commission as providing for an equivalent level of protection for personal data as is provided for in the European Union. If and to the extent that we do so, we will ensure that appropriate measures are in place to comply with our obligations under applicable law governing such transfers, which may include entering into a contract governing the transfer which contains the „standard contractual clauses“ approved for this purpose by the European Commission or, in respect of transfers to the United States of America, ensuring that the transfer is covered by the EU-US Privacy Shield framework. Further details of the measures that we have taken in this regard are available from dataprivacy@lawsociety.ie

8. Your rights

You have the following rights, in certain circumstances and subject to certain restrictions, in relation to your personal data:

Right to access the data – You have the right to request a copy of the personal data that we hold about you, together with other information about our processing of that personal data.

Right to rectification – You have the right to request that any inaccurate data that is held about you is corrected, or if we have incomplete information you may request that we update the information such that it is complete.

Right to erasure – You have the right to request us to delete personal data that we hold about you. This is sometimes referred to as the right to be forgotten.

Right to restriction of processing or to object to processing – You have the right to request that we no longer process your personal data for particular purposes, or to object to our processing of your personal data for particular purposes.

Right to data portability – You have the right to request us to provide you, or a third party, with a copy of your personal data in a structured, commonly used machine readable format.

If you wish to exercise any of the rights set out above, please contact Human Resources by email at recruit@lawsociety.ie.

Complaints

If you have any queries or complaints in connection with our processing of your personal data, you can contact Human Resources at 01 6724837 or by email at recruit@lawsociety.ie.

You also have the right to lodge a complaint with the Irish Data Protection Commission if you are not happy with the way we have used your information or addressed your rights. Details of how to lodge a complaint can be found at (<https://www.dataprotection.ie/docs/Contact-us/11.htm>) or you can call the Data Protection Commission at 353 (0)761 104 800.