



Housing | Health | Recovery

## **JOB APPLICANT PRIVACY NOTICE**

As part of any recruitment process, NOVAS collects and processes personal information relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

### **What data does NOVAS collect?**

NOVAS collects a range of information about you. This includes:

- Your name, address and contact details, including email address and telephone number;
- Details of your qualifications, skills, experience and employment history;
- Information about your current level of remuneration, including benefit entitlements;
- Whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process; and
- Information about your entitlement to work in Ireland

NOVAS may collect this information in a variety of ways. For example, data might be contained in application forms or CV, obtained from your passport or other identity documents, from transcripts from a third level institution, or collected through interviews or other forms of assessments.

Applications are currently taken via email and post. You will receive an acknowledgement from us on receipt of your application. Your application will be reviewed and should your skill set and experience match the current vacancy, your application will be progressed to interview stage. We hold applications and additional information which may be obtained during the course of the interview process such as interview notes, education qualifications, electronically and/or manually. Our general retention period for applications and interview notes is 12 months and documents are then securely destroyed.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a provisional job offer has been made and we will inform you that we are doing so.

We need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you. Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, and other head office staff if access to the data is necessary for the performance of their roles.

We will not share your data with third parties unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, our company doctor for the purposes of setting up a

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pre-employment medical and with the Irish Council for Social Housing as our agent with the Garda Vetting Bureau who in turn will share your data with the Garda Vetting Bureau. You will be provided with a copy of our Garda Vetting Policy if a provisional offer of employment is made.

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

### **How long does NOVAS keep data?**

If your application for employment is unsuccessful, we will hold your data on file for a period of 12 months after the end of the relevant recruitment process. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

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 period for which your data will be held will be provided to you in a new Privacy Notice for Employees. Your rights? As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request;
- Require NOVAS to change incorrect or incomplete data;
- Require NOVAS to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- Object to the processing of your data where NOVAS is relying on its legitimate interest as the legal ground for processing

You are under no statutory or contractual obligation to provide data to NOVAS 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.

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