

FAIR PROCESSING NOTICE FOR JOB APPLICANTS

1.0 Purpose

This notice outlines the manner in which personal data of those who apply for advertised vacancies will be handled and processed as outlined in the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018). The Data Controller is **Society of Saint Vincent de Paul, (SVP)** National Office, SVP House, 91-92 Sean MacDermott Street, Dublin 1, Ireland.

2.0 Scope

The policy covers all applicants whose personal data might be processed by SVP.

Should an offer of employment be made a further fair processing notice will be provided alongside any offer covering how your personal data is used and stored during the processing of offers and subsequent employment.

3.0 Categories of Data collected and Lawful Basis for collection

- 3.1 **Processing is necessary in order to take steps prior to entering into a contract:** For the purposes of processing job applications, from the point at which we receive your application for employment with the SVP, we will need to maintain and process data about you for the purposes of reaching and communicating a recruitment decision and making of an offer of employment if appropriate. The data collected includes your application details, employment history and interview notes where relevant.

Such data is normally retained for twelve months following completion of our recruitment processes in the event of an offer of employment not being made.

4.0 Your rights under the GDPR

- 4.1 You may, within a period of thirty days of your written request, have a copy of information we hold about you and, if necessary, require corrections should such records be faulty.
- 4.2 Your rights also include the following:
- Right to erasure (sometimes known as the right to be forgotten)
 - Right to object to or restrict processing
 - Right to complaint to the Data Protection Commission: www.dataprotection.ie

5.0 Contact Us

You can write to us at the following address:

Society of Saint Vincent de Paul
National Office
SVP House
91-92 Sean MacDermott Street
Dublin 1, Ireland

Alternatively, you can send an email to:

svp.dpo@svp.ie

Our full privacy policy can be accessed [here](#).