



Data Protection Privacy Statement (Job Applicants)

Data protection and your rights

Shine is the national organisation dedicated to supporting people affected by mental ill health and their families. Your privacy is important to Shine and we encourage you to read this statement. It outlines your rights provided for under current Data Protection law and regulations.

Commitment to Personal Data Protection

As part of the recruitment process, you provide personal and sometimes sensitive information about yourself to Shine. Shine is committed to having safeguards in place in keeping with current regulations. This applies to all data collected and processed, whether it is collected on paper, stored in a computer database or recorded on other media.

What job applicant's information does Shine process and how do we collect it?

As part of the recruitment process Shine will collect information about you in two ways:

1. The Information you choose to provide during the application process.
2. References from the named referees provided by you. We will only contact referees where candidates have been short listed for the position applied for. Referees will only be contacted with your prior knowledge and consent.
3. If you are offered a position, you may be required to undergo Garda Vetting. Information about data protection and your rights relating to Garda Vetting will be given to you at that time.

Note: You will need to notify your referees and give them permission to provide us with information about you.

Your consent:

You will be asked to give your consent to allow Shine process your application as outlined in this document as part of the signed declaration at the end of the application form or where application is by Letter or CV a separate form.

- Your personal information will not be shared with a third party without your consent.
- You can withdraw your consent at any time during the process.
- You have the right to have access to your information and amend, correct or erase it if it is incorrect or if you feel it is being used unfairly.

Who can access your data?

Only authorised staff involved in the recruitment process have access to your personal information.

What do we use the personal information job applicants provide for?

We use the information you provide as part of your application to:

- Provide us with the information we need to short list your application.
- Correspond with you regarding your application.
- Correspond with the referees, you provide. This will only be done with your prior knowledge and consent.

Do we disclose job applicant's data to any Third Parties?

Shine will not disclose personal information to any third party without your consent.

How long do we keep job applications for:

- Unsuccessful Applications will be held for 6 months following completion of the recruitment process.
- Applications of successful applicants will be maintained for 12 months from the date of termination. Additional information about data protection will be provided to successful applicants during the induction process.

Right of Access

Shine will supply you with a copy of your personal data on request. To obtain a copy you should write to: The HR manager, Shine, DOC, Block B, Maynooth Business Campus, Straffan Road, Maynooth, Co Kildare, W23W5X7.

Authentic Identity

It is your responsibility to ensure that the personal information you provide is correct and authentic. Submissions and applications that are incorrect or incomplete may not be processed.