

## **Privacy Notice Sport Ireland Recruitment Process**

### **Who We Are**

Sport Ireland ('we' or 'us' or 'our') gather and process your personal information in accordance with this privacy notice and in compliance with the General Data Protection Regulation and the Data Protection Act 2018.

This notice provides you with the necessary information regarding your rights and our obligations, and explains how, why and when we process your personal data.

Sport Ireland's Head Office is at Sport Ireland Campus, Dublin 15 and is a statutory authority that plans, leads and coordinates the sustainable development of competitive and recreational sport in Ireland. Sport Ireland acts as the Data Controller when processing your data. We have a designated Data Protection Officer whose contact details are supplied in this notice.

### **Information That We Collect**

Sport Ireland collect and processes your personal information in connection with our recruitment process. We will never collect any unnecessary personal data from you and do not process your information in any way, other than as specified in this notice.

The personal data that we may collect is: -

Name

Home Address

Email Address

Qualifications

Previous Work History

Home Telephone Number

Mobile Telephone Number

Disability information (if a candidate is seeking interview or role accommodations with Sport Ireland)

Assessment results (if required by the role)

Garda Vetting information (if required by the role)

### **We collect information in the below way: -**

Sport Ireland collect your information through your application in regard to an open recruitment campaign or where you make your personal data available to us through phone calls, emails and hard copy correspondence. Sport Ireland may also collect your information through interaction with an agency acting on your behalf. Unsolicited or speculative applications are not retained.

### **How We Use Your Personal Data**

Sport Ireland takes your privacy very seriously and will never disclose, share or sell your data without your consent; unless required to do so by law. We only retain your data for as long as is necessary and for the purpose(s) specified in this notice. Your data will not be transferred to a Third Country (outside the EU) for the duration of the processing. This will continue to be monitored against new suppliers.

Sport Ireland HR Department maintain a recruitment database that contains personal data on applications for vacancies in Sport Ireland. When you submit an application, information submitted is used in processing your application including the below

- Identifying and evaluating candidates' suitability for Sport Ireland positions

- Organising interview and assessments
- Selecting and recruiting applicants
- Conducting Reference checks

When an offer is made to a candidate further information may be requested for the purposes of pension, pay and employment i.e. PPS number, bank account data,

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file and retained during your employment.

Sport Ireland will process your data in a legally compliant manner and in line with Sport Ireland's statutory responsibilities as a State Agency.

### **Your Rights**

You have the right to access any personal information that Sport Ireland processes about you and to request information about: -

- What personal data we hold about you
- The purposes of the processing
- The categories of personal data concerned
- The recipients to whom the personal data has/will be disclosed
- How long we intend to store your personal data for
- If we did not collect the data directly from you, information about the source

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to do so as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing (where applicable) in accordance with the data protection laws; as well as to object to any direct marketing from us. Where applicable, you have the right to data portability of your information and the right to be informed about any automated decision-making we may use.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the request; this is to ensure that your data is protected and kept secure.

### **Sharing and Disclosing Your Personal Information**

We do not share or disclose any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement. Sport Ireland uses necessary Third Parties to provide services and operational functions; however, all processors acting on our behalf only process your data in accordance with instructions from us and comply fully with this privacy notice, the data protection laws and any other appropriate confidentiality and security measures.

### **Safeguarding/Data Security Measures**

Sport Ireland takes your privacy seriously and takes every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction and have several layers of security measures in place, including measures including but not limited to:

SSL, TLS, encryptions, pseudonymisation, restricted access, IT authentication, firewalls, anti-virus/malware.

### **How Long We Keep Your Data**

All the personal data that we collect and hold is kept in accordance with our retention policy. This policy is guided by the legislative and regulatory frameworks we are subject to and helps us to ensure that we do not keep personal data for longer than is necessary for the purpose(s) it was collected for.

### **Sport Ireland Data Protection Officer**

Cian Spillane  
Sport Ireland  
The Courtyard  
Sport Ireland Campus  
Blanchardstown  
Dublin 15  
Tel: 01 8608800  
[dpo@sportireland.ie](mailto:dpo@sportireland.ie)

### **Complaints**

If you are dissatisfied with a response that you receive with regard to data privacy, you have the right to make a complaint to the Data Protection Commissioner<sup>1</sup>

### **Data Protection Commissioner**

Canal House  
Station Road  
Portarlinton  
Co Laois  
R32 AP23  
**Lo Call: 1890 252 231**  
**Email: [info@dataprotection.ie](mailto:info@dataprotection.ie)**

### **Updates**

Sport Ireland will review this policy as required. We would recommend that you review this policy periodically for the latest privacy information.

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<sup>1</sup> the public authority that handles Data Protection related complaints in Ireland