



SPÓRT ÉIREANN
SPORT IRELAND

Sport Ireland Recruitment Privacy Notice

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www.sportireland.ie

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Scope

This Recruitment Process Privacy Notice describes how we collect and process Personal Data in order to recruit prospective employees and agency workers to open positions in Sport Ireland. It includes detailed information about the types of Personal Data that we process and how we use, manage, and protect that Personal Data.

Purpose

Sport Ireland ('we' or 'us' or 'our') gather and process your personal information in accordance with this privacy notice and in compliance with all applicable data protection, privacy and security laws and regulations within Ireland.

The purpose of this privacy notice is to explain how we collect and use personal information as part of the recruitment process within Sport Ireland.

Sport Ireland's Head Office is at Sport Ireland Campus, Dublin 15 and it is the authority tasked with the development of sport in Ireland. This includes participation in sport, high performance sport, anti-doping, coaching and the development of the Sport Ireland Campus.

We have a designated Data Protection Officer whose contact details are supplied in this notice.

The Information We Process

Sport Ireland collects and processes your personal information in connection with our recruitment process. Only relevant data is recorded, for example, data that is necessary to identify you, verify your education and employment history, and to contact you.

The personal data that we may collect is:

- Name, address, phone number, email address, and other contact details.
- Date of birth (if required by the position or legal requirements).
- Employment history, CVs, cover letters, qualifications, and references.
- Education details, certifications, and training records.
- Information provided during interviews or assessments (e.g., skills, experiences, availability).
- Work permits, visas, or other right-to-work documentation.
- Medical related information (to comply with our obligations under employment equality acts or to make reasonable accommodations).
- Information We Collect from Third Parties:
 - References from former employers or professional contacts (with your consent).
 - Background checks (as required by law for specific roles, subject to your consent).
 - Work permit verification where legally necessary.

How We Obtain Information

Sport Ireland obtains your information from a variety of sources, including:

- Information you provide to us by applying through an open campaign
- Information from third parties such as an agency or previous employer's references
- Recruitment process, 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.

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.

Under GDPR, we process your personal data based on the following:

- Processing is necessary to take steps at your request before entering into a potential employment relationship.
- Compliance with applicable laws, such as verifying your right to work.
- Managing our recruitment processes and ensuring we hire suitable candidates.
- For certain activities, such as collecting sensitive personal data or retaining your data for future job opportunities, we rely on your explicit consent.

When an offer is made to a candidate further information may be requested for the purposes of pension, pay and employment, for example PPS number, bank account data. 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 following rights regarding your personal data:

- Right to Access: Request access to your personal data.
- Right to Rectification: Request correction of inaccurate or incomplete data*.
- Right to Erasure: Request deletion of your personal data (subject to legal obligations).
- Right to Restriction: Restrict the processing of your personal data in certain circumstances.
- Right to receive a copy of your personal data in a structured, commonly used format.
- Right to Object: Object to processing based on legitimate interests or direct marketing.
- Right to Withdraw Consent: Where consent is relied upon, you can withdraw it at any time.

**Please note that the right to correct inaccurate information or update incomplete information does not apply to active campaign application information after a campaign closing date, as applicants have a defined timeframe to provide information for assessment.*

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.

To exercise any of these rights, please contact us using the details provided below

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.

Retention of Your Personal Data

We will retain your personal data only for as long as necessary to:

- Fulfil the purposes outlined in this notice.
- Comply with legal obligations.

All the personal data that we collect, and hold is kept in accordance with our retention policy, and we will only hold information for as long as is necessary and for the purpose it was collected for:

- Applications for unsuccessful candidates will be retained for 18 months from the end of the recruitment campaign.
- Applications relating to a request for review or formal complaint under CPSA Guidelines will be retained for 6 months from the end of the review/formal complaint.
- Successful candidate's applications will form part of their HR file and be kept in line with HR data retention periods.

Transfers of Data Outside the European Economic Area (EEA)

In the course of our recruitment activities, we do not transfer your personal data outside the European Economic Area. If such a transfer is necessary in the future, we will ensure that appropriate safeguards are in place to protect your data.

Contact Details

If you have any queries in relation to Data Protection, if you wish to obtain a copy of personal information relating to you, or if you wish to make a complaint on how we have handled your personal information, you can contact our Data Protection Officer at the following email dpo@sportireland.ie.

You can also write to the Data Protection Officer, Sport Ireland, The Courtyard, Sport Ireland Campus, Snugborough Road, Blanchardstown, Dublin 15, D15 PN0N.