

Candidate Privacy Notice for North and East Housing Association

North and East Housing Association ("NEHA," "we," "us," or "our") understands the importance of protecting the privacy of your personal information. This Candidate Privacy Notice explains how we collect, use, and disclose personal information you provide to us when you apply for a job with North and East Housing Association or use our career website.

Information About Us

We can be contacted at 01-820 0002. North and East Housing Association is the data controller for your data for the purposes of the Irish Data Protection Act 2018, the General Data Protection Regulation (GDPR)

Personal data processed	Source of the personal data:	Purposes of processing	Legal basis for processing		
Job applicants					
 Personal details such as name, date of birth, address, email address, phone number, nationality; Employment and education history in your CV; application form or as provided by you; 	Job Candidate	 To manage the receipt, administration, evaluation and management of your job application To determine your suitability for the role you have applied for To keep you informed of your progress or contact you at a later date; To enter into an employment contract with you if your application is successful To contact you about other opportunities with North and East Housing Association 	Legitimate Interest Legitimate Interest Consent		
 Referees or any other personal data which you may submit in the course of this job application with your consent. 	Job Candidate	To determine your suitability for the role you have applied for	Consent		
 Immigration and visa details if required. Background checks if required or applicable to your role Fitness to work statements if required or applicable to your 	Job Candidate	Meeting North and East Housing Association legal obligations, such as processing information about your nationality or visa status to comply with immigration and employment laws	Legal obligation		

roleGarda vetting status if required or applicable to your role			
 Special Category Data such as health data will only be processed if you provide it 	Job Candidate	To manage the receipt, administration, evaluation and management of your job application	Explicit consent

Any job application or the granting of an interview will not create an employment relationship or other agreement between North and East Housing Association and yourself. The submission of your CV and application does not obligate North and East Housing Association in any way to consider your application, to grant an interview or to make an offer of employment. Any offer will be conditional on your executing written terms and conditions of employment and complying with any other reasonable requests.

Personal Data We Collect and how we use it

We collect personal data relating to you when you submit your CV to us for this job application, or if your personal data is submitted to us via third-party recruiters or when we engage in background checks. We may do this as summarised below:

Sharing of Personal Data: for the purposes set out above, we may share your personal data with other parties. The recipients of your personal data such as referees

International Transfers of Personal Data: We may transfer your personal data to countries that are not part of the EEA. These are known as "third countries" and may not have data protection laws that are as strong as those in the EEA. This means that we will take additional steps in order to ensure that your personal data is treated just as safely and securely as it would be within EEA under the GDPR as follows:

- We will transfer to countries which have been approved as "adequate" by the European Commission.
- We may use specific contracts with third parties that are approved by the European Commission for the transfer of personal data to third countries. These contracts ensure the same levels of personal data protection that would apply under the GDPR.

Data Retention: Your personal data will be retained only for as long as reasonably necessary for the purposes set out in this notice and if required by applicable law.

Security: Data security is very important to Us, and we are committed to protecting the security of the personal data you share with us or we otherwise process about you. In support of this commitment, we have implemented appropriate technical, physical and organizational measures to ensure a level of security appropriate to the risk. We have attempted to protect our servers by locating them in areas with security procedures, use of firewalls and implementing other generally available security technologies.

Your Rights: If you want to know what personal data we hold on you, you can ask us for details of that personal data and for a copy of it (where any such personal data is held). You have the right to correct, amend or have deleted your personal data in the event that it is inaccurate or has been processed incorrectly, or when the right to erasure applies. You can object to the processing of this data or request that the processing be restricted where it is based on our legitimate interest or consent. You may withdraw your consent where you have provided this. Your personal data is not subject to automated decision making.

If you have any cause for complaint about our use of your personal data, you have the right to lodge a complaint with the Data Protection Commission in Ireland Homepage | Data Protection Commission by email at dataprotection.ie