

Temporary Assignment Privacy Statement

Data Controller – Public Appointments Service, Chapter House, 26-30 Abbey Street Upper, Dublin 2

Data Protection Officer – Contact at DPO@publicjobs.ie

Legal Basis for Processing Data

The Data Protection Act provides that the processing of personal data shall be lawful where such processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. PAS is carrying out this redeployment exercise in the Public Interest to ensure that essential services are maintained during the COVID-19 pandemic. As the centralised recruitment agency for the Civil and Public Service, PAS is best placed to manage the work associated with assigning candidates to the various agencies involved, as staff are already familiar with these processes and contacts are in place with many of the relevant client organisations. Therefore, the processing of personal data necessary for this purpose is lawful as Article 6(1)(e) GDPR applies.

All releasable staff will be asked to provide consent to the processing of their data in this manner in advance of providing any personal data to PAS. This further assures that the processing of personal data in this manner is lawful, as Article 6(1)(a) applies.

Categories of Personal Data Concerned

Personal data will be collected on all releasable staff for this temporary assignment process run by PAS in order for PAS to process the information provided by a questionnaire. This information will be used by PAS to ensure the releasable staff are eligible for release and to match them to a suitable role. The data is collected by means of an online registration process. The purpose of this processing is to collect essential information on relevant staff who are being redeployed, in order to administratively manage the process.

The data collected includes:

- PPS Number (unique identifier)
- Name



- Address
- Contact information (email and phone)
- Department
- Grade/Level
- Medical speciality/ sub-speciality (clinical), if applicable
- Area available to work

PAS will keep a record of where releasable staff are being placed and other administrative details to support the placement process.

PAS only keeps data for purposes which are specific, lawful and clearly stated and the data will only be processed in a manner compatible with the stated purpose. Information collected from releasable staff will only be used to verify their eligibility for release and match them to a role.

All data is obtained and processed in compliance with the GDPR; the PPSN is only requested to support the provision of this public service.

Recipients or Categories of Recipients

Examples of legitimate disclosures specific to PAS are listed below:

- ◇ Information on releasable staff who are assigned on a temporary basis will be provided to the client organisation (this includes contact details);
- ◇ Checks will be made with the releasing organisation to ensure the releasable staff are eligible for release;
- ◇ Material is provided to the Chief State Solicitor and any of their legal advisers, and to the Workplace Relations Commission (or other appropriate body) as required in the event of a case being taken against PAS;
- ◇ National Archives disclosures are set out in the Code of Practice for the Protection of Personal Data;
- ◇ PAS is using an external provider to collect the data (SurveyMonkey) via a questionnaire. Releasable staff will be directed to the SurveyMonkey privacy statement when being asked to complete the questionnaire, in order to familiarise themselves with the manner in which SurveyMonkey as the processor will handle their information.



Period for which personal data will be retained

The Record Retention Schedule (available at <https://www.publicjobs.ie/documents/data-protection/Records-Retention-Schedule.pdf>) sets out the retention period for all items of personal data kept. Necessary approval is sought from the Director of the National Archives where electronic and/or physical records are to be destroyed.

PAS may retain individual details for up to three years; however, permission will be sought from the National Archives to retain this data for the minimum length of time possible.

PAS will ensure that this data is retained by the external service provider for the shortest period possible after this process has been completed.

Subject Access Requests

PAS is aware of its obligations as a data controller with primary responsibility for, and a duty of care towards, the personal data within its control. Our obligations are set out in the GDPR and associated implementing and supplementary legislation in Ireland.

Data subjects whose personal data is held by PAS are entitled to ask PAS and receive confirmation as to whether or not personal data concerning them is being processed. Where that is the case, data subjects are entitled to access the personal data as well as certain information in relation the processing of that data.

The subject access request should be made in writing, and should include sufficient information to identify the data subject to our reasonable satisfaction so we can verify that we are not releasing your data to someone who is impersonating you. When the criteria are satisfied, we will be in a position to commence the work involved in responding to your request. PAS will strive to respond as quickly as possible and in any event without undue delay, but if we have not been able to complete our work in that regard within one calendar month we will update you as to the progress of our response to your request. The Subject Access Request Form is available on the Data Protection page of publicjobs.ie.

PAS will provide the data subject with any relevant data in response to a subject access request in electronic format. If you do not wish to receive our response to your request by email, please let us know in advance. Once our response to your subject access request has



been finalised, we will make a full copy of the material to be retained for our own reference. These records will be used as a reference should there be any dispute as to the content or timeliness of our response provided to you. It will be retained for seven years.

Any individual may apply at any stage (to the Data Protection Officer) to have any personal information held by PAS updated or corrected (if the individual believes that any information held is incorrect/incomplete).

