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publicjobs

Selection Board Members, Assessors & Invigilators Privacy Statement

Legal Basis for processing data

The Data Protection Act 2018 provides that the processing of personal data shall be lawful where such processing is necessary for the performance of a statutory function of a controller. publicjobs is mandated by statute to act as the centralised assessment and selection body for the civil service and to carry out all the procedures necessary to undertake the recruitment, assessment and selection of suitable candidates for appointment (Section 34 of the Public Service Management (Recruitment and Appointments Act 2004) (2004 Act) therefore, the processing of personal data necessary for this purpose is lawful as Article 6(1) (e) GDPR applies.

Categories of Personal Data Concerned

Information retained includes contact information and any additional information which is required to make any payments to you. We also retain information on your training and experience where this is provided by us, and where you advise us of any additional training you have completed elsewhere. This includes online training, face-to-face training and follow-up workshops attended by you. A record of all assessments which you have been a part of is also retained for National Archive purposes.

Recipients or Categories of Recipients

Names of board members/suppliers and the extent of their services for publicjobs may be disclosed if asked for as part of a Parliamentary Question or relevant access request. No sensitive personal information is disclosed as part of these processes.

All Board Reports (which will contain the name and previous or current occupation of the panel members) are transferred to the National Archives after thirty years.

Period for which personal data will be retained

All information will be retained indefinitely; it will be used only for the transactions being carried out in relation to your role as a selection board member/ assessor/invigilator and will be stored in a secure manner.



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Your responsibility

You are entitled to review and update the information which publicjobs holds on you at any stage. We would encourage you to ensure that when any of your details change you notify publicjobs, or update your own profile on Oleeo, so that the information stored on you can be kept up to date.

Anyone interacting by standard email should be aware that there are risks involved in transmitting personal or sensitive information using this technology (as email generally is not a fully secure method of sending data). Therefore, please do not send any personal or sensitive data by email / fax to this office.

Subject Access Requests

publicjobs 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 publicjobs are entitled to ask 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. publicjobs 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.

publicjobs 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 publicjobs updated or corrected (if the individual believes that any information held is incorrect).

Where you have served as a Board member as part of an assessment which is related to a Subject Access Request submitted by a candidate, the information contained on the Board Report may be supplied to that candidate as part of the response. Your contact information, including email address, will never be supplied to a third party without your explicit consent.