

Scoil Pól

Teaching Post Advertisement

Privacy Notice



Data Controller

Scoil Pól
Kilfinane, Co. Limerick, V35 YH27.
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E: secretary@scoilpol.ie

This Privacy Notice governs the manner in which Scoil Pól ("School", "we", "us", or "our") collects, uses, maintains and discloses information collected throughout the recruitment, hiring and employment of staff.

Personal Data

We collect personal identification information from staff and prospective staff in a variety of ways in connection with your employment at our school.

- Name, Address, Date of Birth, Phone Number;
- In connection with your application for work with us, we will collect, store, and use the following categories of personal data about you:
 - The information you have provided to us in your curriculum vitae and covering letter
 - The information you have provided on our application form, including name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications
 - Any information you provide to us during an interview
 - Any information you provide to us as part of any test or assessment
 - Information obtained from publicly accessible social media and online sources, for the employer's legitimate interests in order to select suitable employees, workers, or contractors
- We may also collect, store and use the following types of more sensitive personal data:-
 - Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions (information about political opinions will only be collected, stored and used when: information comes to light that a post-holder of a politically-restricted post, where an individual's political opinions conflict with our equality and diversity policies and/or our Code of Conduct for Employees; or where an individual's political opinions are, or may be, proscribed by law)
 - Information about your health, including any medical condition, health and sickness records
- Information about criminal convictions and offences;
- PPSN;
- Payroll No.;
- Teaching Council Registration No.;
- Vetting No.;
- Payment details;
- Statutory deductions Voluntary deductions e.g. trade union subscription;
- Service history;
- Leave including Sick leave / Secondments;
- Qualifications & Results (2nd & 3rd Level) & Work Experience;
- Particulars of your cases where you may query the application of the terms and conditions e.g. Contract of indefinite duration;

How we use collected information

We use your personal data (staff) for purposes including:

- Your application for employment;
- To provide you with appropriate direction and support in your employment;
- To care for your health and well-being;
- To process grant applications, fees and scholarships;
- To coordinate, evaluate, fund and organise educational programmes;
- To comply with our legal obligations as an employer;
- To comply with our monitoring and reporting obligations to government bodies;
- To process appeals, resolve disputes, and defend litigation etc.
- To assess your skills, qualifications, and suitability for the work;
- To carry out background and reference checks, where applicable;
- To communicate with you about the recruitment process;
- To keep records related to our hiring processes.

We will use your particularly sensitive personal data in the following ways

- We will use information about disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during a test or interview.
- We will use information about your race or national or ethnic origin, religious, or philosophical beliefs, or your sexual orientation, to ensure meaningful equality and diversity monitoring and reporting.

How we protect your information

We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorised access, alteration, disclosure or destruction of your Personal Data.

How long do we keep your Personal Data?

We keep your Personal Data for a length of time as per our Retention Policy i.e. For staff we will retain data for the duration of employment and up to 7 years thereafter. If you apply for a position but you are unsuccessful, we will retain your data for up to 18 months after close of the competition. After this time, your data will be destroyed by confidential shredding or deletion from our school's database. In certain circumstances we may retain your data longer, these circumstances and the retention period are outlined in Scoil Pól's Data Protection Policy.

Sharing your Personal Data

We do not sell or trade personal identification information to others. We may share your data with the State Examinations Commission, the Department of Education and Skills, NCSE, TUSLA, NDTI, An Garda Síochána, HSE, the Department of Social Protection, our Insurance Company, the Revenue Commissioners etc.

We also share your personal data with other third parties including our insurance company and other service providers (including External Psychologists, Speech Therapists, IT providers, security providers, legal advisors, consultants etc). In accordance with our Photography Policy we may share photographs & video on our school website, app, on social media or in brochures, yearbooks, newsletters, local and national newspapers and similar school-related productions.

Your Rights

You can exercise the following rights:

- The right to access;
- The right to rectification;
- The right to erasure;
- The right to restrict processing;
- The right to object to processing;
- The right to data portability;

Update your information and withdraw your consent

If you believe that the information we hold about you is inaccurate or request its rectification, deletion, or object to legitimate interest processing, please do so by contacting us.

Access Request

In the event you want to make a Data Subject Access Request, please contact us. We will respond to requests regarding access and correction as soon as reasonably possible. Should we not be able to respond to your request within thirty (30) days, we will tell you why and when we will be able to respond to your request. If we are unable to provide you with any Personal Data or to make a correction requested by you, we will tell you why.

Complaint to a supervisory authority

The Data Protection Commission (DPC) is Ireland's authority in matters of data protection. You have the right to make a complaint at any time to the DPC (www.dataprotection.ie). We would, however, appreciate the chance to deal with your concerns before you approach the DPC.

Data Breaches and Notification

Databases or records containing Personal Data may be breached accidentally or through unlawful intrusion. As soon as we become aware of a data breach, we will notify all affected individuals whose Personal Data may have been compromised, and the notification will be accompanied by a description of the measures that will be taken to repair the damage caused by the data breach. Notifications will be sent as soon as possible after the violation is discovered.

What we do not do

- We do not sell your Personal Data;
- We do not process special category data without obtaining prior specific consent;
- We do not use automated decision-making, including profiling.

Any enquiries regarding the above rights or if you wish to exercise any of these rights or any other rights provided for in this statement please contact us.