

EPLUS RECRUITMENT PRIVACY NOTICE

Introduction

Empowerment Plus CLG (trading as Eplus) is committed to protecting and respecting your privacy and complying with our obligations under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

This Recruitment Privacy Notice explains how Eplus collects, uses, stores and protects personal information relating to job applicants during the recruitment process.

For the purposes of data protection legislation, Empowerment Plus CLG is the Data Controller.

Organisation Information	Details
Organisation Name	Empowerment Plus CLG (Eplus)
Address	10 Earlsfort Terrace, Dublin 2, D02 T380
Email	contactus@eplus.ie
Website	www.eplus.ie
Company Number	461361
Charity Regulatory Authority Number	20074043
Registered Charity Number (CHY)	19021

What Information We Collect

Category	Information Collected
Personal Details	Name, Address, Telephone Number, Email Address, Date of Birth (where required), Right to Work Documentation
Employment Information	Curriculum Vitae (CV), Employment History, Qualifications, Professional Memberships, Training Records, References, Interview Notes and Assessment Records
Professional Registration Information	CORU Registration Status, CORU Registration Number, Eligibility for Professional Registration (where relevant to the role)
Recruitment Information	Application Forms, Cover Letters, Interview Notes, Assessment Results, Communications Relating to Your Application

Special Category Data	Information regarding reasonable accommodations required during the recruitment process, Health Information relevant to fitness for work assessments, Garda Vetting Information where required by law
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Eplus will only process Special Category Data where there is a lawful basis to do so.

Source	Information Collected Through
Directly from You	Online Application Forms, Email Applications, CV Submissions, Interviews, Recruitment Assessments, Recruitment Correspondence
Third Parties	Referees nominated by you, Educational Institutions (where verification is required), Professional Registration Bodies, The National Vetting Bureau through the Garda Vetting process

Reference checks and Garda Vetting will generally only take place following a conditional offer of employment.

Why we process your data:

Purpose	Description
Assessing Suitability for Employment	To assess whether applicants meet the requirements of the role and are suitable for employment with Eplus.
Managing Recruitment and Selection Processes	To administer and manage recruitment campaigns, shortlisting, interviews and selection activities.
Verifying Qualifications and Experience	To confirm qualifications, employment history, professional registrations and relevant experience.
Conducting Interviews and Assessments	To facilitate interviews, assessments and other recruitment-related evaluations.
Obtaining References	To seek and verify employment references where appropriate.
Completing Garda Vetting Processes	To complete Garda Vetting requirements where required by law or organisational policy.
Meeting Legal and Regulatory Obligations	To comply with employment law, safeguarding requirements, GDPR and other applicable legal obligations.

Making Employment Decisions	To support decisions regarding offers of employment and appointment to roles within Eplus.
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Legal Basis for Processing

Lawful Basis	Description
Contractual Necessity	To take steps at your request prior to entering into an employment contract.
Legal Obligation	To comply with employment, safeguarding and regulatory requirements.
Legitimate Interests	To assess applicants and manage recruitment processes effectively.
Consent	Where Eplus wishes to retain applicant information for future recruitment opportunities or where consent is otherwise required by law, applicants will be asked to provide their consent. Consent may be withdrawn at any time.

Who Has Access to Your Information

Your information may be accessed by:

- Members of the recruitment panel
- Senior managers involved in recruitment decisions
- Human Resources personnel
- Administrative staff supporting recruitment processes

Access is restricted to individuals who require the information for legitimate recruitment purposes.

Sharing Your Information

Eplus will not sell, rent or trade your personal information.

Information may be shared with:

- Referees nominated by you
- The National Vetting Bureau through the Garda Vetting process
- Professional registration bodies where verification is required

- Occupational health providers where appropriate
- External recruitment platforms used by Eplus

Information will only be shared where necessary and lawful.

Storage and Security

Eplus stores recruitment information securely using organisational systems including Microsoft 365 and related secure cloud-based services.

Appropriate technical and organisational measures are in place to protect personal information against:

- Unauthorised access
- Loss
- Destruction
- Alteration
- Disclosure

Access is restricted to authorised personnel only.

Recruitment records may be stored electronically within Eplus' Microsoft 365 environment, including Outlook, SharePoint, OneDrive, Microsoft Teams and other approved organisational systems used for recruitment administration and record management. Access to these systems is restricted to authorised personnel and protected through appropriate technical and organisational security measures.

How Long We Keep Your Information

Applicant Status	Retention Period and Use of Information
Unsuccessful Applicants	If your application is unsuccessful, Eplus will retain your application records for up to 12 months following completion of the recruitment process. Where you have consented to remain on our recruitment talent pool, your information may be retained during this period for consideration in relation to future vacancies that may arise within Eplus. At the end of the retention period, information will be securely deleted or destroyed unless a longer retention period is required by law.
Successful Applicants	Where an application is successful, relevant recruitment information will become part of the employee personnel file and will be retained in accordance with Eplus Employee Privacy Notices and retention schedules.

Future Employment Opportunities

Eplus may wish to retain the details of unsuccessful candidates for consideration in relation to future employment opportunities that may arise within the organisation.

Where appropriate, applicants may be asked whether they consent to their application being retained for this purpose. Consent is entirely voluntary and applicants may decline without any impact on the outcome of the current recruitment process.

Where consent is provided, Eplus may retain applicant information for up to 12 months following completion of the recruitment process and may contact applicants regarding suitable future vacancies.

Applicants may withdraw their consent at any time by contacting Eplus at contactus@eplus.ie. Upon receipt of such a request, Eplus will remove the applicant's information from its recruitment talent pool unless retention is required for legal, regulatory or safeguarding purposes.

Your Rights

Under data protection legislation, you have the right to:

- Access your personal information
- Request correction of inaccurate information
- Request deletion of information where appropriate
- Restrict processing in certain circumstances
- Object to processing based on legitimate interests
- Request portability of your information where applicable
- Lodge a complaint with the Data Protection Commission

Withdrawal from Recruitment

Applicants may withdraw from the recruitment process at any stage by notifying Eplus in writing.

Where an applicant withdraws, Eplus will retain information only for as long as necessary to meet legal, regulatory or organisational requirements.

Organisation	Contact Details
Empowerment Plus CLG (Eplus)	Email: contactus@eplus.ie Website: www.eplus.ie



10 Earlsfort Terrace, Dublin 2, D02 T380

0879012324

contactus@eplus.ie

Data Protection Commission	21 Fitzwilliam Square SouthDublin 2D02 RD28 Website: www.dataprotection.ie Phone: +353 (0)57 868 4800 Email: info@dataprotection.ie
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If you have any questions regarding this Recruitment Privacy Notice or how your personal information is processed, please contact Empowerment Plus CLG (Eplus).

If you are dissatisfied with how your personal information has been handled, you have the right to contact the Data Protection Commission.