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## EMPLOYEE PRIVACY NOTICE

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Little Sisters of the Poor make protection of your Personal Data a high priority, taking all appropriate measures to ensure your rights and data are protected. The statement below sets out, Data Protection Principles to be complied with under GDPR, what information we may keep on you, why we need it and how it is used and stored. We also set out contact details should you want further information or have any concerns.

### DATA PROTECTION PRINCIPLES

Under GDPR, all personal data obtained and held by us must be processed according to a set of core principles. In accordance with these principles, we will ensure that:

- a) processing is fair, lawful and transparent
- b) data is collected for specific, explicit, and legitimate purposes
- c) data collected is adequate, relevant and limited to what is necessary for the purposes of processing
- d) data is kept accurate and up to date. Data which is found to be inaccurate will be rectified or erased without delay
- e) data is not kept for longer than is necessary for its given purpose
- f) data is processed in a manner that ensures appropriate security of personal data including protection against unauthorised or unlawful processing, accidental loss, destruction or damage by using appropriate technical or organisation measures
- g) we comply with the relevant GDPR procedures for international transferring of personal data

### PURPOSE OF HOLDING INFORMATION

Information (data) is required to manage the staff/management relationship in a nursing home, examples of this would be

- Manage our contract of employment with you
- Comply with our Legal Obligations e.g. Employment Legislation, Care and Welfare Regulations, Health and Safety Requirements, Garda vetting legislation etc.
- Look after your Vital Interests in the event of an emergency
- Carry out our Legitimate Interests in managing and running the nursing home.

If the information required is not provided and updated as needed we will not be able to enter into or maintain this relationship.

## **INFORMATION HELD**

In order for us to administer your contract of employment and manage your employment in our nursing home we are required to hold the following information:

- CV
- Application Form
- Interview Score Sheets
- ID – Passport/Driving Licence/Birth Certificate
- Visa documentation (If applicable)
- Qualification Certificates
- Training Certificates (on going)
- PPSN Details
- Garda Vetting
- Garda Vetting ID validation documentation
- Garda vetting copies of supporting ID as per validation documentation
- References
- Letter of Offer
- Contract of Employment
- Passport sized photograph
- Bank Details
- Tax Details
- Signed Job Description
- Emergency Contact Details
- Confirmation of receipt of Employee Handbook
- Confirmation of receipt of Employee Handbook Updates
- Confirmation of Receipt of Required Policy Documents
- Record of Statutory Leave
- Record of Annual Leave
- Appraisal Forms
- Grievance and Disciplinary records
- Your gender, marital status, information of any disability you have or other medical information
- Clock in system data
- CCTV footage
- IT equipment use including telephones and internet access

Where necessary we may keep information as outlined above in relation to your health, which could include reasons for absence and GP reports and Notes. This information will be used in order to comply with our health and safety obligations – to consider how your health affects your ability to do your job and whether any adjustments to your job might be appropriate. We will also need this data to administer and manage statutory and company sick pay.

In addition we monitor computer and telephone/mobile phone usage as per our communications policy available in the employee handbook.

## **COLLECTING YOUR DATA**

You provide several pieces of data to us directly during the recruitment period and subsequently upon the start of your employment.

In some cases, we will collect data about you from third parties, such as employment agencies, former employers when gathering references.

Personal data is kept in personnel files or within the Company's HR and IT systems.

## **ACCESS TO INFORMATION**

Other than as mentioned below, we will only disclose information about you to third parties if we are legally obliged to do so or where we need to comply with our contractual duties to you, for instance we may need to pass on certain information to (our external payroll provider).

Access to information contained in your personnel file will only be by appropriate people in the nursing home namely, the personnel office team and members of the Home's management team. Some government bodies have a legal basis to inspect information contained in your personnel file and the nursing home must make this information available to them e.g. HIQA, Workplace Relations Commission.

The nursing home may provide some of the information contained in your personnel file to third party e.g. Revenue Office, Dept. of Social Protection. Or to agencies carrying out task on behalf of the nursing home e.g. payroll. Some of this information may be stored on a cloud storage system and when this takes place your information will be protected with a Data Processing agreement with the cloud storage provider that complies with EU trans-border data transfer rules.

## **UPDATING YOUR INFORMATION**

If at any stage the information you have provided changes (e.g. change of address) please contact your HR office in writing so our records can be updated.

## **RETENTION OF INFORMATION**

This information will be held for defined periods during your employment or for the duration of your employment and for defined periods after your employment ceases, after which it will be destroyed. Paper files will be destroyed in a cross cut shredder, and electronic files will be deleted. Please refer to our Data Protection Policy for details on how long we store your personal data and why.

## **EMPLOYEE RIGHTS**

You have certain rights in relation to your personal data. You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability.

If you would like to see information held on you by our nursing home please make a subject access request by referring to the Subject Access Request Policy (which will outline the Subject Access request procedure) and using the Subject Access Request Form. Available from your HR Office.

Where you have provided consent to our use of your data, you also have the right to withdraw that consent at any time. This means that we will stop processing your data.

Should you have concerns about your information or how we manage it please contact the Data Protection Contact above. Should you not be satisfied with our response to your concerns or believe that we have not complied with our data protection obligations you may lodge a complaint with the Office of the Data Protection Commissioner, Canal House, Station Road, Portarlinton, R32 AP23, Co. Laois or by telephone on +353 57 8684800 or +353 (0)761 104 800 or Lo Call 1890 252 231 or email [info@dataprotection.ie](mailto:info@dataprotection.ie).