

Data Protection Notice

General Data Protection information applicable to all Department of Agriculture, Food and the Marine customers is available here:

<https://www.gov.ie/en/organisation-information/ef9f6-data-protection/>

Information specific to the personal data being collected:

The following data is specific information in relation to the personal data processed by HR Competitions & Recruitment for the administration of recruitment, promotion and assignment of staff.

1. Specified purpose:

HR Competitions & Recruitment section of the Department of Agriculture, Food and the Marine is responsible for the administration of competitions for the purpose of recruitment to, and promotion and assignment within, the Department.

All personal data submitted by candidates will be maintained safely and securely in line with the provisions of the Data Protection Acts 1988-2018 and the General Data Protection Regulation 2016/678 (GDPR). Personal information will be treated in confidence and will not be shared with any party outside of those outlined below as part of the selection process and administration of the competition.

Each competition is advertised (either internally or externally) and interested persons submit an application form (or other form of application such as CV). The application form is divided into two sections and each section is used for distinct and separate purposes:

- a. Category A Information contained in Part A of the form is required for the administration of the competition including:
 - communication with the candidate
 - checking of eligibility of the candidate (e.g. length of service, sick leave, PMDS)
 - the tracking of the candidate throughout the assessment process
 - the communication of results
 - the application of a clearance process for candidates who come under consideration for employment in the Department
 - notification of results to the Department's HR Division for the purpose of appointments
 - In addition statistical information is extracted and facilitates the monitoring of the Department's obligations under Equality legislation (i.e. gender balance, avoidance of age discrimination, etc). Information on work patterns for internal candidates assists in identifying whether staff availing of work/life balance schemes suffer any disadvantage in terms of participation in promotion/assignment competitions.

- b. Category B Information contained in Parts B, C and D of the form (Parts C and D applicable to internal candidates only) is used as the basis of the assessment process, i.e. for shortlisting on the basis of application form, other preliminary forms of assessment and for interview. (In the case of internal candidates, this information also contains the assessment by candidates' line managers).
- c. In the event that an external candidate comes under consideration for employment in the Department, a clearance process is undertaken for the purposes of verifying the suitability of the candidate for the relevant post. The candidate is asked to provide the following:
 - i. Verification of Identity: Candidates external to the Department are required to verify their identity by the provision of one or more of a selection of relevant documents, e.g. copy of passport, driving license, proof of address, social protection documents, etc.
 - ii. Verification of Educational Qualifications: In the event that a specific educational award forms part of those requirements deemed essential for the role in question, the candidate is required to submit documentary evidence of such award.
 - iii. Health and Character: Candidates external to the Department are requested to complete a Health and Character Self-Declaration. In this Declaration candidates also give permission to the Department to make whatever enquiries are necessary to confirm the suitability of the candidate for employment by the Department.
 - iv. Health Checks (see Section 8: Information from Third Party)
 - v. Vetting by the National Vetting Bureau (see Section 8: Information from Third Party)
 - vi. References from previous or current employers: (see Section 8: Information from Third Party)

2. Legal basis:

Competitions & Recruitment Section of DAFM operates under the Public Service Management (Recruitment and Appointments) Act 2004. This Act established the Commission for Public Service Appointments (CPSA) for the purpose of overseeing all aspects of recruitment and promotion within the Civil and Public Service. The CPSA issued a Recruitment Licence to the Secretary General of the Department of Agriculture, Food and the Marine in 2009 in compliance with Part 4 of the Act. All recruitment and selection processes applied by DAFM derive from this Recruitment Licence and are governed by the Codes of Practice of the CPSA.

By submitting an application form for the purpose of applying for recruitment to, or promotion or assignment within, the Department of Agriculture, Food and the Marine, candidates give consent for the personal data so submitted to be processed as part of the selection process and administration of that competition.

3. Recipients:

The following categories of recipients have access to some or all of the personal data provided by candidates:

Staff of Competitions & Recruitment Section

Category A information as noted above is available solely to the staff of Competitions & Recruitment section and is used for the purposes outlined at number 1(a) above. Statistical information (e.g. gender and age profiles by group) is extracted and made available to senior management of the Department for the purposes of monitoring compliance with Equality legislation and for identifying patterns of participation in promotion competitions.

Assessment Boards

Category B information is available to staff of Competitions & Recruitment section and to assessment boards as follows:

- i. Assessment of Educational qualifications (assessment board has access to that section of the form relating to Educational qualifications plus copies of any qualification awards submitted by candidate)
- ii. Shortlisting based on application form (assessment board has access to all Category B information)
- iii. Preliminary assessments e.g. Presentation or preliminary interview, (assessment board has access to all Category B information)
- iv. Final interview (interview board has access to all Category B information)

4. External Test Provider

In the event that an external company is used to assess candidates (e.g. psychometric testing), the minimum personal data required for the application of the test (e.g. name and email address) is made available to the external service provider. The external provider signs a confidentiality agreement.

• Automated Video Interview

The Department makes use of an Automated Video Interview service provided by an external Service Provider. This service facilitates automated video interviewing, i.e. the system presents pre-set questions on screen and the candidates' replies are recorded for subsequent review by an assessment board. The Department is the Data Controller while the external service provider is the Data Processor.

To facilitate the participation of candidates in such a service, the following information is made available to the external Service Provider:

- Identity (name of candidate)
- Contact details (Email address of candidate)
- Names and email addresses of Administrators (Competitions Unit)
- Names and email addresses of those provided with access for the purpose of assessing recorded interviews (interview board members, Reviewers).

The candidate is invited by way of email to undertake an interview using the system. Access to the system is controlled by way of email address and unique password. As part of that process, the following information is produced:

- Candidate's recorded interview
- The assessment of the candidate (Marks or other form of assessment)

The recorded interview is made available to an interview board who will assess the candidate. As part of that process, the board may enter marks on the System. These marks may be downloaded and held on file by DAFM Competitions Unit.

In cases where a candidate requests a Review (under the Code of Practice of the Commission for Public Service Appointments), a Reviewer is appointed and will be given access to the recorded interview for the purpose of reviewing the issues raised by the candidate.

The data created as a result of any one competition relating to individual candidates will be retained on the system of the Service Provider for a period of six months after which time it will be deleted.

All Category B information that is made available to any one of the above recipients is transferred by way of secure electronic transfer and is only used for a specified and agreed purpose(s).

5. Transferred outside the EU:

Where it is necessary to make use of the services of external Service Providers, only Service Providers based in the EU will be considered. In the event that such a Service Provider subcontracts any aspect of the service to a Subcontractor based outside of the EU, the Service Provider will be required to have in place data protection agreements that are substantially similar to that entered into between DAFM and the Service Provider.

6. Retention Period:

The data collected for this purpose will be held by the Department only for as long as there is a business need to do so in line with the purpose(s) for which it was collected. After this time it will be marked for destruction and will be destroyed in line with internal guidelines or guidelines for destruction received from the National Archives Office or associated permissions received from them.

7. Data provision being statutory or contractual obligation:

As noted at number 2 above, the legal basis for the processing of data is consent. Competitions & Recruitment Section of DAFM operates under the Public Service Management (Recruitment and Appointments) Act 2004 and the various Codes of Practice set down by the Commission for Public Service Appointments. The information provided by candidates has a statutory basis whereby Section 24 of the Act, and Section 5 of the Code of Practice, set down the requirements for assessing the suitability of a candidate and the consequent responsibilities of candidates to provide information that is relevant and correct.

The candidate is not obliged to participate in a competition or to provide the information requested on the application form or at the clearance stage of a competition. If the

candidate chooses not to provide this information their application to participate in a competition cannot proceed.

8. Automated Decision Making:

No aspect of a person's candidature in a competition is processed by way of automated decision making.

9. Information from Third Party:

In the event that an external candidate comes under consideration for appointment to the Department, he/she is invited to participate in a clearance process that includes Verification of Identity and Citizenship, Vetting by the National Vetting Bureau, the checking of health status by the Office of the Chief Medical Officer and the provision of References by former or current employers.

- a. In the event that a candidate accepts an invitation to undergo vetting, he/she submits a form to Competitions and Recruitment section that includes name, address, date of birth and role applied for. This information is submitted to the online system maintained by the National Vetting Bureau. The Bureau provides an online Disclosure to DAFM that indicates whether a candidate has a criminal conviction and, if so, the date and nature of the offence and penalty imposed.
- b. The candidate is invited to undertake an online health Questionnaire (under the auspices of the Office of the Chief Medical Officer) and any other health checks considered relevant by the CMO. The CMO provides a short statement to DAFM which states whether the person is medically fit for the role applied for.
- c. Previous or current employers may be contacted for the purposes of verifying dates and type of employment, general character and performance and sick leave record. This information may be provided in writing or by way of telephone conversation and recorded by a staff member of Competitions & Recruitment section.

Personal data is obtained from the above in line with this Department's requirement to confirm a candidate's eligibility and suitability for the post under consideration. In circumstances where this Department did not gather your personal data you are still entitled to exercise your rights in relation to this personal data and the details on how to exercise individuals rights are detailed above.

10. Technical information on data collected:

Technical information on the cookies used on the Gov.ie website is available at the following link: <https://www.gov.ie/en/help/privacy-policy/?section=cookies>