



Employee Data Privacy Notice

The identity and contact details of the controller:

West Limerick Independent Living CLG. Sheehan's Road, Newcastle West, Co. Limerick, Eir Code V42 EE38 Tel: 069 77320 or 069 78020 Email: info@limerickcil.com Website: www.limerickcil.com

The contact details of the Data Protection Officer (DPO), if applicable:

Contact Data Protection Officer at Tel: 069 77320 and ask for Gerard O'Connor Manager at info@limerickcil.com or Lynda McElligott Service Manager at lynda@limerickcil.com or you can write to these individuals using the address of Sheehan's Rd, Newcastle West, Co. Limerick.

The purposes and legal basis for the processing:

As your employer, West Limerick Independent Living needs to keep and process information about you for normal employment purposes. The information we hold and process will be used for our management and administrative use only. We will keep and use it to enable us to run the organisation and manage our relationship with you effectively, lawfully and appropriately, during the recruitment process, whilst you are working for us, at the time when your employment ends and after you have left. This includes using information to enable us to comply with the employment contract, to comply with any legal requirements, pursue the legitimate interests of the organisation and protect our legal position in the event of legal proceedings. If you do not provide this data, we may be unable in some circumstances to comply with our obligations and we will tell you about the implications of that decision.

The sort of information we hold includes your application form and references, your contract of employment and any amendments to it; correspondence with or about you, for example letters to you about pay or, at your request, a letter to your mortgage company confirming your salary; information needed for payroll, benefits and expenses purposes; contact and emergency contact details; records of holiday, sickness and other absence; and records relating to your career history, such as training records, appraisals, other performance measures and, where appropriate, disciplinary and grievance records, your curriculum vitae, your vehicle insurance policy, proof of identification, photo ID, your Garda Vetting to carrying out relevant work with children or vulnerable persons.

You will, of course, inevitably be referred to in many company documents and records that are produced by you and your colleagues in the course of carrying out your duties and the business of the organisation. You should refer to the Data Protection Policy which is available at www.limerickcil.com or in paper format from our offices, Sheehan's Rd, Newcastle West.

Where necessary, we may keep information relating 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 and occupational health 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.

Much of the information we hold will have been provided by you, but some may come from other internal sources, such as your line manager, or in some cases, external sources, such as referees.

In addition, we monitor computer, CCTV and telephone/mobile telephone use, as detailed in our company employee handbook available at office or www.limerickcil.com. We also keep records of your hours of work by way of our clocking on and off mobile app system, as detailed in the company employee handbook.



Where the processing is based on legitimate interest, details of what these interests are:

As an organisation that delivers social care services, we may sometimes need to process your data to pursue our legitimate business interests, for example to prevent fraud, accident reporting, administrative purposes or reporting potential crimes. The nature of our legitimate interests are; where the processing enables us to deliver, enhance, modify, personalise or otherwise improve our services for the benefit of our service users. Whenever we process data for these purposes we will ensure that we always keep your personal data rights in high regard and take account of these rights. You have the right to object to this processing if you wish.

The recipients or categories of recipients of the personal data, if any i.e. to whom the data will be disclosed:

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 company auditors, pension or insurance schemes.

Details of any transfer to a third country and in relation to any transfers outside of the EU, reference to the safeguards in place and the means by which to obtain a copy of them:

We do not have any arrangements or requirements to transferring your personal data to third countries outside of the EU.

The retention periods or the criteria used to determine that period:

We only retained personal data for as long as necessary. The retention periods can differ based on the type of data processed, whether any legal requirements apply for the retention of any particular data, e.g. tax law; employment law etc. The criteria used for determining how long your personal data will be stored for is detailed in WLILP27 - Data Retention, Rectification Erase Policy available at office or www.limerickcil.com.

Details on right to request access to and rectification/deletion of personal data. Rights to object to processing and the right to data portability:

On request all Data Subjects have a right to obtain a copy of any information relating to them. 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 a Data Subject seeks to have any of his or her personal data rectified or erased, this will be done within 30 days of the request being made provided there is reasonable evidence in support of the need for rectification or erasure. A Data Subject can download a personal data request form from our website or available at office.

If processing is based on consent, the right to withdraw consent:

If you have provided consent for the processing of your data you have the right in certain circumstances to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.



Whether the provision of personal data is a statutory or contractual requirement, as well as details on whether the data subject is obliged to provide the personal data and the consequences of failure to provide it:

As your employer, West Limerick Independent Living has statutory requirements to process information about you for normal employment purposes. We will keep and use it to enable us to run the organisation and manage our relationship with you effectively, lawfully and appropriately. If you do not provide this data, we may be unable in some circumstances to comply with our obligations and we will tell you about the implications of that decision.

Details of any automated decision making, including details of the logic used and consequences for the individual:

West Limerick Independent Living CLG do not operate a system of automated individual decision-making (making a decision solely by automated means without any human involvement); and profiling (automated processing of personal data to evaluate certain things about an individual). Profiling can be part of an automated decision-making process.

Changes of Personal Data Purpose:

If in the future we intend to process your personal data for a purpose other than that which it was collected we will provide you with information on that purpose and any other relevant information. Your rights

The right to lodge a complaint with a supervisory authority:

Every Data Subject has the right to make a complaint if their legal rights are not fully upheld. The Data Protection Commissioner will help you in ensuring that your legal rights under the General Data Protection Regulation (GDPR) are upheld.

Data Protection Commissioner

Telephone +353 57 8684800 or +353 (0)761 104 800 Lo Call Number 1890 252 231

Fax +353 57 868 4757 E-mail info@dataprotection.ie

Postal Address

Data Protection Commissioner. Canal House, Station Road, Portarlinton, R32 AP23 Co. Laois

Changes to this Privacy Policy

We may periodically modify the provisions of this Privacy Policy and encourage you to review it from time to time in order to stay up to date with the most recent developments in the area of the protection of your personal data. In the event of significant changes, we may also choose to notify you via email should we have your email address in our records.

Updated versions of this Privacy Policy will be published on our website.