



Donegal Education and Training Board Privacy Notice for Recruitment and Job Applicants (Jobtrain)

1. Introduction

We are the Donegal Education and Training Board (Donegal ETB). Donegal ETB provides primary level education, secondary level education, second chance education; further education and training including apprenticeships; Youthwork, community-based education programmes; prison education, outdoor education; outreach programmes, specialist programmes, for example, through Music Generation and other programmes/courses as may be delivered/funded/sponsored in whole or part or in co-operation with other bodies/agencies and so forth.

DETb is the data controller of your personal data and is subject to the Data Protection Acts 1988 to 2018 (“DPA”) and the General Data Protection Regulation (the “GDPR”). These laws require us to process your personal data in a lawful, fair and transparent manner.

This Privacy Notice explains how Donegal ETB collects, uses, stores and protects personal data when individuals apply for employment opportunities through the Jobtrain recruitment system. The notice applies to all applicants for employment, whether applying for permanent, temporary, substitute, fixed-term, part-time or casual positions

For further information, see section 1 of our Data Processing Policy available on our Donegal ETB Website [here](#).

2. Why we collect and process your personal data

This Privacy Notice outlines the personal data collected and processed by Donegal ETB during recruitment, selection, appointment and onboarding processes.

The purpose of processing applicant information is to:

- Administer recruitment competitions.
- Assess eligibility and suitability for employment.
- Verify qualifications, registrations and employment history.
- Conduct shortlisting and interview processes.
- Obtain and assess references.
- Facilitate pre-employment checks.
- Conduct Garda Vetting where required.
- Facilitate reasonable accommodations during recruitment.
- Comply with employment, equality and public sector obligations.
- Maintain records relating to recruitment decisions.
- Process appeals, complaints and employment-related matters.
- Resolve disputes and defend litigation.

3. How we obtain your personal data. We obtain personal data directly from:

- You, through your Jobtrain application.
- Documents uploaded by you during the recruitment process.
- Referees nominated by you.
- Professional registration bodies, where applicable.
- Public bodies where verification is required.
- Recruitment panel members during the assessment process.
- The National Vetting Bureau where Garda Vetting is required

In some cases, information may be obtained from third parties where required by law or where necessary to complete pre-employment checks.

4. The personal data we collect and process

The types of personal data we collect about students/their parents/guardians may include the following:

Identity	Prefix, Name, Middle Name, Surname, Previous names where applicable, Date of Birth (DOB), Gender (where voluntarily disclosed), Nationality, PPS Number (for successful candidates where required).
Contact Information	Address including Eircode, email address, phone number
Recruitment Information	Curriculum Vitae, Employment history, Qualifications, Professional memberships, Supporting statements, Application forms, Interview notes, Assessment scores, Correspondence relating to your application

Referee Information	Referee names, Job titles, Organisation details, Contact information, Reference reports submitted through Jobtrain
Right to Work Information	Where applicable: Passport information Visa information Work permit or immigration status documentation
Onboarding Information (Successful Candidates)	PPS Number, Payroll information, Contractual information, Bank account details, Pension information, Next of kin details
Garda Vetting	For positions where vetting is required under the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012–2016: Current and previous addresses. Previous names. Date of birth. Vetting application information. Vetting disclosures and correspondence. Identity verification documentation.
System Usage Information	User account details. Login activity, Audit logs., Recruitment workflow records., System-generated communications.

Special Categories of Personal Data

Special categories of data are those revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health information or information concerning a person's sex life or sexual orientation.

In instances where special category data is collected, this may include:

- Disability information.
- Reasonable accommodation requirements.
- Occupational health information.
- Equality monitoring information.
- Health information relevant to recruitment processes.

This information is processed only where necessary and proportionate to:

- Meet our obligations under employment and equality legislation.
- Facilitate reasonable accommodations.
- Support health and safety obligations.
- Promote equality, diversity and inclusion.
- Monitor the effectiveness of our equal opportunities policies.

Access to such information is restricted to authorised personnel only

For further information, please see section 2 of our Data Processing Policy available on our Donegal ETB Website [here](#).

5. How we use your data

The ETB processes personal data relating to applicants in order to administer recruitment and appointment processes and fulfil its obligations as a public sector employer.

We may use your personal data for the following purposes:

- Processing applications for employment.
- Conducting shortlisting and interview processes.
- Assessing qualifications and experience.
- Obtaining and verifying references.
- Assessing eligibility for appointment.
- Facilitating reasonable accommodations.
- Conducting Garda Vetting where required.
- Carrying out pre-employment screening and verification checks.
- Issuing contracts and onboarding successful candidates.
- Managing recruitment appeals or complaints.
- Complying with statutory obligations.
- Complying with reporting obligations to Government bodies.
- Maintaining audit trails and governance records.
- Resolving disputes and defending legal claims.

Please note that the above is not an exhaustive list.

Please note that the above is not an exhaustive list. For further information refer to Section 3 of our Data Processing Policy available on our Donegal ETB Website [here](#).

We may use the parent's personal data for following purposes:

- application for admission/enrolment
- to contact the parent/guardian where necessary
- to help determine adequate services/class/programme for student

- to inform of educational progress
- consent for garda vetting application where student U18

6. Legal bases for processing personal data:

The legal basis for Donegal ETB processing the personal data referred to in this Notice is that such processing is necessary for and connected with:

Public Task

The performance of its statutory functions under the Education and Training Boards Act 2013, the Education Act 1998 and other relevant legislation and where processing is necessary for Donegal ETB to perform a task in the public interest or in the exercise of official authority vested in Donegal ETB.

Legal Obligation

Compliance with:

- Employment legislation.
- Equality legislation.
- Public sector obligations.
- Health and safety requirements.
- Child safeguarding requirements.
- National Vetting Bureau legislation.

Contract

Taking steps at the request of an applicant prior to entering into an employment contract and, where applicable, administering that employment relationship.

Consent

For specific processing activities where consent is required.

Where we rely on consent, it may be withdrawn at any time.

Criminal Offence Data

Where Garda Vetting is required, Donegal ETB processes criminal offence data and vetting disclosures in accordance with:

- Article 10 GDPR.
- Section 55 of the Data Protection Act 2018.
- National Vetting Bureau (Children and Vulnerable Persons) Acts 2012–2016.

For more information, please see Section 2 of our Data Processing Policy available on our Donegal ETB Website [here](#).

7. Provision of Personal Data

In many cases, personal data must be provided to allow Donegal ETB to process your application and comply with legal requirements.

If required personal data is not provided, Donegal ETB may not be able to:

- Process your application.
- Assess your suitability for appointment.
- Verify qualifications and experience.
- Complete pre-employment checks.
- Conduct Garda Vetting where required.
- Offer employment.

8. Third parties with whom we may share personal data

The personal data referred to in this Notice is held securely by Donegal ETB and processing is restricted to staff members who require access for legitimate business purposes.

Donegal ETB may share personal data, where necessary and relevant, with the following third parties:

Government Departments	Department of Education and Youth, Department of Further and Higher Education, Research, Innovation and Science, Department of Social Protection, Revenue Commissioners.
State Bodies	National Vetting Bureau, Teaching Council, An Garda Síochána, Health and Safety Authority, Health Service Executive.
Service Providers	Jobtrain Limited, IT support providers, Microsoft Azure cloud hosting services., Occupational health providers., Legal advisors, Auditors, Insurance providers., Pension administrators.
Referees	Individuals nominated by applicants for the provision of references.

Please note that the above is not an exhaustive list. However, if we share personal data with any third party not listed above, this will only be done where there is a legal basis and/or where we are legally required to do so. For further information, please

see section 3 of our Data Processing Policy available on our Donegal ETB Website [here](#).

9. Transfer of your personal data outside of the European Economic Area (EEA)

We do not transfer personal data to a country or international organisation outside the EEA. Where personal data is transferred outside the EEA by a service provider acting on behalf of Donegal ETB, appropriate safeguards in accordance with Chapter V GDPR will be implemented to protect the personal data

10. Data Retention

We store personal data in accordance with Donegal ETB's Data Retention Schedule.

Successful applicants will have relevant recruitment records transferred to their employee file.

Unsuccessful applicant records will be retained only for as long as required to comply with legal, audit and governance requirements and will then be securely deleted.

For further information on retention periods, please go to Section 6 of our Data Processing Policy available on our Donegal ETB Website [here](#).

11. Data Security

Donegal ETB implements appropriate technical and organisational security measures to protect personal data, including:

- Secure cloud hosting.
- Encryption of data in transit and at rest.
- Role-based access controls.
- Audit logging and monitoring.
- Staff confidentiality obligations.
- Data protection training.
- Breach response procedures.

12. Automated Decision-Making

Donegal ETB does not carry out automated decision-making or profiling that produces legal or similarly significant effects on applicants.

Recruitment decisions are made by appropriately authorised personnel.

13. Your Rights

Data Protection legislation provides you with the following rights:

- To complain to the Data Protection Commission.
- To receive a copy of or access the personal data Donegal ETB holds about you.
- To request correction of inaccurate personal data.
- To request completion of incomplete personal data.

- To request erasure of personal data where applicable.
- To request restriction of processing.
- To object to processing in certain circumstances.
- To transfer your personal data to another organisation where applicable.
- To object to automated decision-making or profiling.

For further information, please see section 7 of our Data Processing Policy available on our Donegal ETB Website [here](#) or contact our Data Protection Officer (see below).

14. How to Contact Us

If you have any questions about the way in which we process your personal data and/or wish to exercise any of your rights, please contact our Data Protection Officer:

Data Protection Officer

Donegal Education and Training Board

Ard O'Donnell

Letterkenny

Co. Donegal

F92 DP98

Email: dataprotection@donegaletb.ie

Telephone: 074 916 1600