



# LGMA

An Ghníomhaireacht  
Bainistíochta Rialtais Áitiúil

Local Government  
Management Agency

## 1. CANDIDATE PRIVACY NOTICE

We value your privacy and are dedicated to safeguarding your personal information. As a data controller, the LGMA is responsible for deciding how your personal data is managed and utilized. This privacy notice explains how and why we will use your personal data for recruitment purposes and how long we will retain it. It also includes essential information in compliance with the General Data Protection Regulation (EU 2016/679) (GDPR) and the Data Protection Act 2018.

For the general privacy statement of the Agency, please refer to the LGMA website at: <https://www.lgma.ie/en/privacy-statement/privacy%20statement.html>

## 2. SUMMARY OF KEY TERMS

·Personal data – Any information relating to an identified or identifiable natural person (“data subject”). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or two or more specific factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person.

Processing – Anything done on or with the personal data or sets of personal data. This includes collection, recording, organisation, structuring, storage, adaption or alteration and deletion.

Data Controller – Whoever determines the purposes and means of the processing of personal data. This is usually (but not always) whoever collects the personal data in the first place.

Data Processor – Whoever processes personal data on behalf of the controller.

Personal data breach – Any breach of security leading to the accidental or unlawful destruction, loss, alteration. Unauthorised disclosure of, or access to, personal data transmitted, stored, or otherwise processed.

### **3. DATA PROTECTION PRINCIPLES**

The LGMA is committed to adhering to data protection laws, which require that personal data must be:

- a. Processed lawfully, fairly, and transparently.
- b. Collected for specific purposes and not used for other incompatible purposes.
- c. Adequate, relevant, and limited to what is necessary.
- d. Accurate and kept up to date.
- e. Retained only as long as needed.
- f. Secured appropriately.

### **4. THE KIND OF DATA WE HOLD ABOUT YOU**

In relation to your job application, we may collect, use, and store the following types of personal information:

- Information provided on your application form, such as your name, title, home address, phone number, email address, employment history, educational qualifications, professional memberships, and any additional information shared during interviews.
- Information provided by your references, if applicable.

### **5. HOW IS YOUR PERSONAL DATA COLLECTED?**

We collect personal data about candidates from the following sources: You, the candidate.

Your named referees, from whom we collect the following categories of data: full name, periods of previous employment, performance during previous employment.

### **6. PURPOSES FOR USING YOUR PERSONAL DATA**

We may use your personal data for the following purposes:

- To evaluate whether to enter into a contractual relationship with you.
- To assess your qualifications, skills, and suitability for the position.
- To conduct background and reference checks, where necessary.
- To communicate with you throughout the hiring process.
- To maintain records of our hiring procedures.
- To comply with legal and regulatory obligations.

After reviewing your application, CV, and any assessment results, we will determine if you meet the requirements to be shortlisted. If so, you may be invited for an interview. If selected, we may conduct reference checks and any necessary verification before confirming your appointment.

## **7. CONSEQUENCES OF NOT PROVIDING PERSONAL DATA**

If you do not provide personal data when requested, which is essential for processing your application (e.g., proof of qualifications or employment history), we may not be able to proceed with your application. For example, if references are needed and you do not provide them, we cannot continue with your application.

## **8. AUTOMATED DECISION-MAKING**

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

## **9. LEGAL BASIS FOR PROCESSING YOUR PERSONAL DATA**

The LGMA processes your personal data on the following lawful bases under the GDPR:

Article 6(1)(b): Processing is necessary for the performance of a contract or for steps taken before entering into a contract.

Article 6(1)(c): Processing is necessary for compliance with a legal obligation, specifically under the Public Service Management (Recruitment and Appointment) Act 2004.

## **10. DATA SHARING**

We will only share your personal data with the following third parties for the purposes of processing your application:

- Recruitment company.
- Eligibility shortlisting board or External Interview Board,

All our third-party service providers and other areas within LGMA are required to take appropriate security measures to protect your personal data in line with our policies.

We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

## **11. DATA SECURITY**

LGMA takes your privacy seriously. We are committed to protecting your personal information.

The data you provide is maintained securely in password protected computer files with role-based access and hard copies are stored in a locked cabinet with access limited to authorised personnel, including the HR staff.

LGMA has appointed a data protection officer (DPO) who can be contacted on [dataprotection@lgma.ie](mailto:dataprotection@lgma.ie)

## **12. DATA RETENTION AND DESTRUCTION**

We retain your personal data for specific periods based on your application status:

- Ineligible applicants: 18 months before secure destruction.
- Eligible but not shortlisted or placed on a panel: 18 months before secure destruction.
- Eligible, qualified but not offered a position: 18 months after the panel expires, then securely destroyed.

In case of legal claims, data will be kept for the duration of the claim and an additional 18 months. If employed, data will be retained for the duration of your employment.

## **13. DATA RIGHTS**

Your rights in connection with personal data. Data rights are conferred on data subjects via the law, e.g.

Request access to your personal data (commonly known as a “data subject access request”). This enables you to receive a copy of the personal data we hold about you.

Request correction of the personal data that we hold about you. This enables you to ask to have any incomplete or inaccurate data corrected.

Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below);

Object to processing of your personal data where the data controller is relying on the legal basis of legitimate interest.

Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it.

Request the transfer of your personal data to another party.

To exercise these rights, please contact our Data Protection Officer in writing at [dataprotection@lgma.ie](mailto:dataprotection@lgma.ie)

#### **14. DATA PROTECTION COMMISSION**

Should you have any concerns regarding our handling of your data, you can file a complaint with the Data Protection Commission:

Telephone:

+353 578 684 800 +353 761 104 800

Address:

21 Fitzwilliam Square South Dublin 2

D02 RD28

#### **15. POLICY CHANGES**

LGMA reserves the right to amend this notice from time to time.