

Candidate Privacy Statement

Introduction

We at **Dovida** appreciate your application.

Your privacy is important, and we are committed to protecting any personally identifiable information (“**Personal Data**”) that you disclose to us. We want you to understand our practices with respect to how and why we gather and use the information collected when you make an application through www.dovida.ie (the “**Website**”) or any other third-party recruitment website, job board, tool or portal (“**Service Sites**”).

Your information will be gathered and processed by our nominated applicant tracking system, Fountain (the “**System**”) at all times in accordance with the General Data Protection Regulation EU 2016/679 (GDPR) and other applicable data protection laws.

This Privacy Policy outlines our approach to compliance with GDPR and other applicable data protection laws. It also sets forth your privacy rights. Please read the following carefully, to understand our practices regarding your Personal Data and how we will process it, with respect to the Website, Service Sites and your use of the System.

This Privacy Policy applies to participants who will use the System, through the Website or Services Sites. However, it is important that you read this Privacy Policy together with any other privacy policy we may provide on specific occasions so that you are fully aware of how and why we are using your Personal Data. This privacy policy supplements any other privacy policy and is not intended to override them.

Under data protection laws, we are required to provide you with certain information about who we are, how your Personal Data will be processed, including the purpose of the processing, and your rights in relation to your Personal Data.

Who We Are

Throughout this policy, “**Dovida**” or “**we**” or “**us**” or “**our**” refers to Cuala Senior Care Limited t/a Dovida, a company registered at Block 4, Bracken Business Park, Bracken Road, Sandyford, Dublin 18, D18 V0Y0, Ireland.

The System will gather your information, and direct your application to our recruitment team, who will then contact you directly to follow up on your application.

Dovida, will be the “**Data Controller**” of your Personal Data, meaning we will ultimately be responsible for safeguarding any Personal Data that is collected by us about you through the Website, the Services Sites, and the System. We will also determine how your Personal Data will be processed.

Fountain will be the “**Data Processor**” for the information provided to us in relation to your application and will be responsible for gathering, storing and processing your Personal Data, in accordance with our instructions and this Privacy Policy. Please see Fountain’s Privacy Policy for information on how Fountain processes your data:

<https://privacy.fountain.com/policies/en/?name=privacy-policy>

If you have any queries regarding the processing of your data, please do not hesitate to contact us.

How to Contact Us

- **Data protection officer:**
Name: XpertDPO
Email: privacy@dovida.ie
- Writing to us at our address: Block 4, Bracken Business Park, Bracken Road, Sandyford, Dublin 18, D18 VOY0, Ireland.

Application

In order to facilitate your application for employment with Dovida, you will be asked to provide information which will be gathered and stored within the System. This System allows us to manage the whole recruitment process from the initial stages of the application through to final interview and onboarding, where appropriate.

Consent to registering with Fountain

By applying for employment with Dovida and registering on Fountain, you are indicating your consent to the collecting and processing of your Personal Data and Special Category data (as defined below), as set out in this Privacy Policy. In addition, you can consent to your data being retained within Fountain should there be any suitable opportunities in the future.

How you can withdraw consent

You may change your mind and withdraw consent at any time by contacting us or your Local Office; but that will not affect the lawfulness of any processing carried out before you withdraw your consent. Please note that withdrawing your consent may affect our ability to carry out any requests you have made through the Website, the Service Sites, or the System, such as job applications.

Changes to the privacy policy and your duty to inform us of changes to your data.

We reserve the right to update this Privacy Policy at any time, without prior notice. We encourage you to regularly check the Privacy Policy for any changes.

It is important that the personal and Special Category data we hold about you is accurate and current. Please keep us informed if there are any changes during our relationship with you.

The Personal Data we collect about you

We may collect, use, store and transfer different kinds of Personal Data about you as follows:

- Identity Data.
- Contact Data.
- Location Data.
- Financial Data.
- Transaction Data.
- Device Data.
- Content Data.
- Profile Data.
- Usage Data.
- Special Category Data.
- We explain the categories of personal data and we explain what **Special Category** data is, below.

Special Category data

We collect Special Categories of Personal Data about you (this may include but is not limited to bank details, details about your race or ethnicity, religious or philosophical beliefs, criminal record and information about your health). We will only collect and process Special Category Data when it is specifically required to progress your application or for reporting purposes.

How is your Personal Data collected?

We will collect and process the following data about you:

- **Information you give us.** This is information (including Identity, Contact and Financial Data) you consent to giving us about you by filling in forms on our Service Sites, or by corresponding with us (for example, by email or using our webform) or by providing your data to us at one of our events or in person or over the phone. It includes information you provide when you apply for a position using the Website or any Service Sites. If you contact us, we will keep a record of that correspondence. We will also retain your details, should you consent to us doing so, so that we may contact you in the future if a suitable role should become available.
- **WhatsApp Communications.** If you select WhatsApp as your preferred communication method or engage with this communication method when applying, we will use the WhatsApp Business platform to send you updates directly related to your recruitment process. This processing is based on your choice of communication method and is entirely optional. You may choose an alternative contact method (e.g. email or SMS) at any time. Messages are sent using a secure integration via our recruitment system provider, and no message content is stored in WhatsApp. Some technical data may be processed outside the EEA by Meta Platforms Ireland Ltd. Appropriate safeguards, including the EU-U.S. Data Privacy Framework and Standard Contractual Clauses, are in place to protect your data.
- **Information we collect about you and your device.** Each time you visit one of our Service Sites we will automatically collect Personal Data including Device, Content and Usage Data. We collect this data using cookies and other similar technologies. Please see our cookie policy <https://dovida.ie/cookie-policy/> for further details.
- **Information we receive from other sources including third parties and publicly available sources.** We will receive personal data about you from various third parties as set out below:
 - Garda Vetting/International Police Clearance, as required in connection with your employment application
 - Previous employment references
 - Record of previous training

How we process your Personal Data and Special Category data

We will only process your Personal Data, where we have a lawful basis to do so, and always in accordance with GDPR and other applicable data protection laws. Most commonly, we will process your Personal Data and Special Category data in the following circumstances:

- Where you have consented to the processing in advance.
- Where we need to perform a contract we are about to enter or have entered with you.
- Where it is necessary for our legitimate interests and your interests and fundamental rights do not override those interests.
- Where we need to comply with a legal or regulatory obligation.
- For reporting purposes.

Purposes for which we will process your Personal Data and Special Category data

Depending on your location, the type of data that we collect and process from you provide may differ

PURPOSE/ACTIVITY	TYPE OF PERSONAL DATA	LAWFUL BASIS FOR PROCESSING
To register you as a new user on Fountain ATS. To direct your application to Local Office.	Identity Location Contact Financial Device Special Category Data	GDPR Article 6.1(a) Consent GDPR Article 6.1(b) Processing is necessary for the performance of a contract to which the data subject is a party in order to take steps at the request of the data subject prior to entering into a contract with us.
To process your application from initial application, through to final interview and Onboarding, where appropriate.	Identity Location Contact Financial Device Special Category Data	GDPR Article 6.1(a) Consent GDPR Article 6.1(b) Processing is necessary for the performance of a contract to which the data subject is a party in order to take steps at the request of the data subject prior to entering into a contract with us.
To manage our relationship with you including notifying you of changes to the System.	Identity Contact Financial Profile	GDPR Article 6.1(a) Consent GDPR Article 6.1(b) Processing is necessary for the performance of a contract to which the data subject is a party in order to take steps at the request of the data subject prior to entering into a contract with us. Necessary for our legitimate interests (to keep records updated and to analyse how customers use the System). Necessary to comply with legal obligations (to inform you of any changes to our terms and conditions).
To administer and protect our business and this System including troubleshooting, data analysis and system testing.	Identity Contact Device	Necessary for our legitimate interests (for running our business, provision of administration and IT services, network security).

Disclosures of your Personal Data

When you consent to providing us with your Personal Data and Special Category data, we will also ask you for your consent to share your Personal Data with the third parties set out below for the purposes set out in the table

- Internal Third Parties**
 - Other companies in the Dovida network, acting as joint data controllers or data processors, who are based in the EU or Switzerland and provide IT and system administration services and undertake leadership reporting.
- External Third Parties**
 - Service providers acting as data processors who provide IT and system administration services.
 - Applicant tracking system service providers acting as data processors that provide a secure server that stores applicant data.
 - Other IT software acting as sub-processors providers that support the applicant tracking system, including integration software, CV parsing applications, video/audio applications.
 - Professional advisers acting as data processors or joint controllers including lawyers, bankers, auditors and insurers who provide consultancy, banking, legal, insurance and accounting services.
 - The Revenue Commissioner, regulators and other authorities acting as processors or joint controllers based in Ireland or globally who require reporting of processing activities in certain circumstances..
- Third parties to whom we may choose to sell, transfer or merge parts of our business or our assets. Alternatively, we may seek to acquire other businesses or merge with them. If a change happens to our business, then the new owners may use your Personal Data and Special Category data in the same way as set out in this Privacy Policy.

International transfers

Some of our external third parties are based outside the EEA so their processing of your Personal Data will involve a transfer of data outside the EEA.

Whenever we transfer your Personal Data out of the EEA, we ensure an adequate degree of protection is afforded to it by ensuring at least one of the following safeguards is implemented:

- We will only transfer your Personal Data to countries that have been deemed to provide an adequate level of protection for personal data by the **European Commission**. For further details, see **European Commission: Adequacy of the protection of personal data in non-EU countries** (https://ec.europa.eu/info/law/law-topic/data-protection/international-dimension-data-protection/adequacy-decisions_en).
- Where we use certain service providers based outside the EEA, we may use specific contracts, including standard contractual clauses approved by the European Commission, which give personal data the same protection it has in Europe. For further details, see **European Commission: Model contracts for the transfer of personal data to third countries** (https://ec.europa.eu/info/law/law-topic/data-protection/international-dimension-data-protection/standard-contractual-clauses-scc_en).

Please contact us if you want further information on the specific mechanism used by us when transferring your Personal Data out of the EEA.

Data security

All information you provide to us is stored on secure servers. Information stored “at rest” on secure servers is protected using industry standard data encryption. Where we have given you (or where you have chosen) a password that enables you to access certain parts of our Service Site or the System, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

Once we have received your information, we will use strict procedures and security features to try to prevent your Personal Data from being accidentally lost, used or accessed in an unauthorised way. Data being transmitted between you as the User (End User) and Dovida as part of the System is protected using industry standard encryption methods. Data stored on the System is protected using encryption at rest and state of the art firewalls to prevent unauthorised access.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator when we are legally required to do so.

Data retention

By law we have to retain basic information about you (including but not limited to Contact, Identity, Financial and Transaction Data) after completion of your application for audit purposes. Our Data Retention Policy sets out the timeframe for retention of your Personal Data.

Where your application is not successful, we will store your Personal Data for a period of 18 months, after which time it will be securely deleted. You may consent to us holding your Personal Data on our System to be considered for future opportunities as they may arise, in which case we may hold your application for longer than 18 months.

Where your application is successful, your information will held for the duration of your employment, and in accordance with our Data retention Policy.

In some circumstances you can ask us to delete your data: see “Your legal rights” below for further information.

In some circumstances we will anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes, in which case we may use this information indefinitely without further notice to you.

Your legal rights

Under certain circumstances you have the following rights under data protection laws in relation to your Personal Data.

You have the right to:

- **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 have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.
- **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 successfully exercised your right to object to processing (see below), where we may have processed your information unlawfully or where we are required to erase your Personal Data to comply with local law. Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.
- **Object to processing** of your Personal Data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms. In some cases, we may demonstrate that we have compelling legitimate grounds to process your information which override your rights and freedoms.
- **Request restriction of processing** of your Personal Data. This enables you to ask us to suspend the processing of your Personal Data in the following scenarios:
 - i. if you want us to establish the data’s accuracy;
 - ii. where our use of the data is unlawful but you do not want us to erase it;
 - iii. where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or
 - iv. you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.
- **Request the transfer** of your Personal Data to you or to a third party. We will provide to you, or a third party you have chosen, your Personal Data in a structured, commonly used, machine-readable format. Note that this right only applies to automated information which you initially provided consent for us to use or where we used the information to perform a contract with you.
- **Withdraw consent at any time** where we are relying on consent to process your Personal Data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you if this is the case at the time you withdraw your consent.

You can exercise any of these rights at any time by contacting us or our DPO.

If you are unhappy about the way we process your Personal Data or about the exercise of any of your rights as outlined above, you have the right to make a complaint at any time to the Data Protection Commissioner’s Office (**DPC**), the Irish supervisory authority for data protection issues.