

Management System Planning Document

Recruitment Privacy Notice

This Recruitment Privacy Notice outlines how Beuparc (“Beuparc”, “we” , “us”) collects and processes personal data for job applicants, prospective employees, contractors, and workers. Beuparc is a group of companies working under their parent company Beuparc Utilities Limited. We value transparency and are committed to fulfilling our data protection obligations. For more information on how Beuparc processes personal data please view the Beuparc Privacy Policy at <https://beuparc.ie/privacy-policy/>

Beuparc is committed to protecting and respecting your privacy. Beuparc is a data controller. This means that we are responsible for deciding how we hold and use personal information about you. You are reading this privacy notice because you are applying for work with us. It makes you aware of how and why your personal data will be used, namely for the purposes of recruitment, and how long it will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation ((EU) 2016/679) (“GDPR”).

The Kind of Information We Hold About You:

In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

- The information you have provided to us in your CV, covering letter and application form.
- The information you have provided to any recruitment agency.
- Any information you provide to us during an interview.
- Any other information collected during the application process, to include the results of any reference checks or applicable tests.
- Your personal image via CCTV where you attend at our premises for interview.

How we collect your personal data:

We collect your personal data during the recruitment process when you or an authorised representative provide us with personal information. This includes the following sources:

- You: When you apply for a vacancy through our website.
- Recruitment agencies: When you register with or authorise a recruitment agency to share your resume or profile for job applications.
- Social media: If you make information available on social media platforms like LinkedIn or Facebook.

- Referees: Individuals you designate to provide references to assess your suitability for a role.
- Background check agencies: Organisations that provide us with information on relevant criminal convictions to determine your suitability for a role.

Information Collected and Purpose: Beauparc collects various information about you to facilitate the recruitment process. Details can be found in Schedule 1. If we make an employment offer and you accept, your recruitment data will be included within our HR systems and processed according to the employee privacy notice.

If You Fail To Provide Personal Information

If you fail to provide information which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. For example, if we require references for the role and you fail to provide us with relevant details, we will not be able to progress your application.

Data Security Measures:

We prioritise data security at all times. Our cloud-based applicant tracking system (ATS) encrypts data, accessible only to designated HR and recruitment team members. Additionally, we store information securely within our internal IT systems. Staff members are trained in data handling, and we have implemented policies and procedures to ensure ongoing monitoring.

Data Sharing:

Unless stated in this notice, we do not share your data with third parties. Referees and organisations conducting background checks are examples of third parties with whom we may share your data. We collaborate only with organisations that have similar safeguards in place to maintain data security. In cases where third parties hold your data outside the local jurisdiction, we ensure appropriate safeguards through contractual obligations.

Data Retention:

If we make an employment offer and you accept, your recruitment data will be included within our HR systems and processed according to the employee privacy notice.

If your application is unsuccessful, we retain your data for 12 months for the following purposes:

- Consideration in case the offer to a successful candidate falls through, and we want to make an appointment from existing applications.
- Possibility of a related vacancy arising and inviting you to apply.
- Potential need to defend legal claims. As this period nears completion, we will request your consent to retain your details for an additional 12 months if similar opportunities arise.

After this period, we will securely destroy your personal information in accordance with applicable laws and regulations.

Rights and Contact Information:

Under GDPR, you have the right to request access, object, correct, restrict processing, transfer your personal data, and delete your personal data. To exercise these rights or seek further information, please contact privacy.officer@pandagreen.ie

- Request access to your personal information. This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
 - Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
 - Request erasure of your personal information. This enables you to ask us to delete or remove personal information 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 information where you have exercised your right to object to processing.
- Object to processing of your personal information 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. You also have the right to object where we are processing your personal information for direct marketing purposes.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
 - Request the transfer of your personal information to another party.
 - When you applied for this role, you provided consent to us processing your personal information for the purposes of the recruitment exercise. You have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please contact RecruitmentTeam@beauparc.co.uk. Once we have received notification that you have withdrawn your consent, we will no longer process your application and, subject to our retention policy, we will dispose of your personal data securely.

Additional Information:

For queries regarding data processing, contact our Data Protection Officer at privacy.officer@pandagreen.ie.

You have the right to make a complaint at any time with the relevant Supervisory Authority in your country:

UK: Information Commissioner's Office <http://www.ico.org.uk>

Republic of Ireland: Data Protection Commission www.dataprotection.ie

The Netherlands: Autoriteit Persoonsgegevens
<https://autoriteitpersoonsgegevens.nl/en/contact-dutch-dpa/contact-us>

Please refer to Schedule 1 for a description of data collected, lawful basis/purpose, and retention periods. Kindly note that if you are successfully recruited, the retention period will align with the employee privacy notice.

Schedule 1

Description of Data	Personal Data Collected	Lawful Basis/Purpose	Retention Period
General contact information	Name, address, contact details, date of birth	Legitimate interests: to conduct our recruitment process and communicate with you. We also use this information to form a contract of employment between us if an offer is made and accepted.	12 months
Employment history	Previous and current employer(s), job title(s), salary, reference	Legitimate interests: to assess your suitability for a role.	12 months
Interview scores	Notes, test scores, aptitude test results	Legitimate interests: to assess your suitability for a role.	12 months
Immigration status	Citizenship, visa status, passport (or other ID document)	Legal obligation: to ensure compliance with immigration law.	12 months
Disabilities	Any disabling or other medical conditions	Legitimate interests: to comply with obligations to make reasonable adjustments (e.g., interview process)	12 months
Equality data	Ethnic origin, gender, sexual orientation, religious information	Legitimate interests, consent: to fulfil our obligations under equality laws and monitor diversity within our workforce. In some cases, we will ask for your consent to collect this information.	12 months