

ENTERPRISE PEOPLE – PRIVACY POLICY

1. INTRODUCTION

Enterprise People are strongly committed to protecting your **Personal Data**. This Privacy Notice applies to your use of this website www.enterprisepeople.ie and the job boards we use (“**Sites**” - addresses available on request). It sets out how we collect, use and protect your personal data.

“Personal Data” means information about a living individual who can be identified from that information (either by itself or when it is combined with other information)

If you do not agree with the data practices described in this Privacy Notice, please do not use the Sites.

- 1.1 This Notice (“**Notice**”) has been developed to ensure our users feel confident about the privacy and security of their personal data and to meet our obligations under the Data Protection Acts 1988 to 2018 and the General Data Protection Regulation (the “**Data Protection Law**”). Under Data Protection Law, personal data is information that identifies you as an individual or is capable of doing so (“**Personal Data**”).
- 1.2 We comply with the data protection principles set down in the Data Protection Law and this Notice applies to all personal data collected, processed and stored by us through your use of the Site (s).
- 1.3 For the purposes of Data Protection Law, we are the data controller of your Personal Data. You will find our contact details in the “Contact us” section below.

2. WHAT KINDS OF PERSONAL DATA DO WE COLLECT?

- 2.1 We receive and store any information you enter on the site (s) or give us in any other way, including when registering for an account, uploading your CV, applying for jobs, viewing a listing, as well as provided in your comments and requests.

We collect and process various categories of personal information. This could include your name, address, private and corporate email address, phone number, references verifying your qualifications and experience, curriculum vitae and links to your professional profiles available in the public domain such as LinkedIn.

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During the recruitment process, we may also process certain special categories of information for specific and limited purposes as required by our Client for the relevant vacancy. We will only process special categories of information where we've obtained your explicit consent or are otherwise lawfully permitted to do so.

Special Category information may include:

- Garda Vetting
- Reference validation
- Valid Visa if non EU
- Background Checks (including Criminal Checks) for potential Government or Financial services roles where necessary

3. HOW WE GATHER DATA AND PERSONAL DATA

- 3.1 We gather Personal Data from your use of a Site (for example, creating a user profile, posting content of comments that contains Personal Data) and through your interaction with us (for example, when you contact us via email or through the Site (s)).

4. HOW WE MAY USE YOUR PERSONAL DATA

- 4.1 Except as disclosed in this Privacy Notice, we will not disclose Personal Data that we collect to any parties without your consent. Except as disclosed below, we will not sell, share, trade, rent, or give away your Personal Data.

Information you provide:

We may use your Personal Data to process any requests made by you [(for example, by contacting a Company on your behalf following your request to do so), respond to your inquiry, and communicate with you in respect of job applications when necessary. We may also use information you provide to communicate with you about your interest in our events and our company, to help us improve, operate and enhance your experience on the Site, to promote our events, notify you about important functionality changes to the Site, new services, and special offers we think you will find valuable, to tailor advertisements, content, and other aspects of your experience on and in connection with the Site, for other administrative purposes, to prevent or detect abuses of our terms of use, and to enable third-parties to carry out technical or other functions on our behalf as well as any other purpose that we may disclose to you at the point at which we request your Personal Data.

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By sending us your CV you are indicating your consent for Enterprise People to process your personal details in the manner described above. You have the right to change your consent or have your personal data removed at any time.

4.2 If you contact us via www.enterprisepeople.ie.ie, or in any other way, we may retain the correspondence and the information it contains, such as:

- your name
- e-mail address
- Your CV
- the reason for contacting us

We may use the information to:

- respond to your inquiry
- to notify you of current and future job related opportunities

Do we disclose Personal Data to anyone else?

We shall disclose your information to third parties only when you have authorised us to do so, it is necessary as part of business practices or when there is a legal or statutory obligation to do so. Whenever we disclose information to third parties, we will only disclose that amount of personal information necessary to meet such business need or legal requirement

We may provide information, when obliged to do so under the Data Protection Law and in response to properly made requests, for example, for the purpose of the prevention and detection of crime, and the apprehension or prosecution of offenders. We may also provide information for the purpose of safeguarding national security. In the case of any such disclosure, we will do so only in accordance with the Data Protection Law.

We may also provide information when required to do so by law, for example under a court order, and may transfer data to legal counsel where same is necessary for the defence of legal claims.

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5. HOW LONG DO WE KEEP PERSONAL DATA?

The period for which we retain information varies according to the use of that information. In some cases, there are legal requirements to keep data for a minimum period of time. Unless specific legal requirements dictate otherwise, we will retain information for up to 36 months and/or no longer than is necessary for the purposes for which the data was collected and processed. This retention period is based on our experience that, having engaged with us on previous service engagements, individuals are open to considering new opportunities within that timeframe.

6. WHAT ELSE HAVE WE DONE TO BECOME GDPR COMPLIANT?

Along with updating this document, we have: - made technical changes to our platform; - trained internal staff on the law and reviewed and revised the consent requested from candidates

7. HOW YOU CAN EXERCISE YOUR RIGHTS IN RESPECT OF PERSONAL DATA WE HOLD ABOUT YOU

Your rights

We want to make sure you are aware of your rights in relation to the personal information we process about you.

7.1 We shall vindicate all your rights under Data Protection Law. These rights are as follows:

- Your right to withdraw your consent to the processing of Personal Data at any time
- Your right to request from us access to personal data and to have any incorrect personal data rectified
- Your right to the restriction of processing concerning you or to object to processing
- Your right to have your personal data transferred to another service provider
- Your right to have personal data erased (where appropriate)
- Information on the existence of automated decision-making, if any, as well as meaningful information about the logic involved, its significance and its envisaged consequences

You can update or correct your Personal Data, remove it from our system or exercise any of your rights by making a request to us at the contact information provided below



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We will confirm your request within 21 days of receipt, and process your request within 30 days of receipt

Please visit <https://www.dataprotection.ie/docs/A-guide-to-your-rights-Plain-English-Version/r/858.htm> for '*A guide to your rights*', published by The Office of the Data Protection Commissioner

HOW DO WE PROTECT PERSONAL INFORMATION ABOUT YOU?

We employ reasonable appropriate administrative, technical, personnel procedural and physical measures to safeguard Personal Data against loss, theft and unauthorised uses access, uses or modifications. Security and testing are performed on systems containing personal data to verify control effectiveness. Security of these systems are monitored continuously

HOW CAN YOU MAKE A COMPLAINT ABOUT THE USE OF PERSONAL DATA?

Complaints on the use, retention and disposal of personal data can submitted via email to:

patrick@enterprisepeople.ie

CONTACT INFORMATION

If you have questions about this Privacy Notice or our treatment of the information provided to us, please contact us at:

Name: Patrick Docherty
Address: 32A The Hawthorns, Kilcock, Co Kildare
Phone: 01 628 7800
E-mail: patrick@enterprisepeople.ie