



Jobtrain - Applicant Tracking System Privacy Notice

Introduction

This Privacy Notice sets out how St. James's Hospital (SJH) collects and processes personal data via the Applicant Tracking System (ATS), a cloud-based SaaS applicant tracking system and recruitment software product supplied by Jobtrain.co.uk., and any associated processing activities in the recruitment process.

The Human Resources Service Team & Medical Manpower Team within SJH require personal information to administer the recruitment process. Applicants are under no statutory or contractual obligation to provide personal data to SJH. However, if applicants do not provide the information SJH will not be able to process their application. SJH will use an applicant's personal data for the purposes set out in this notice in order to administer the recruitment and selection of applicants.

In the following paragraphs we set out information in relation to:

- The Data Controller.
- The Data Protection Officer (DPO).
- What Personal Data is collected.
- What we use your Personal Data for.
- How long will we hold onto your Personal Data.
- Who will have access to your Personal Data.
- International data transfers.
- What are your rights.
- How we keep your Personal Data secure.
- Legal basis for processing Personal Data.
- Cookies.
- Changes to this Privacy Notice.
- Complaints.

The Data Controller

SJH is the [Data Controller](#) for personal data which is collected on ATS. A Data Controller is the legal entity which determines how and why personal data is collected and used. SJH operates within the provisions of the General Data Protection Regulation and Data Protection Acts. Jobtrain is a [Data Processor](#) acting on behalf of and on the instruction of SJH to provide this service.

The Data Protection Officer (DPO)

The hospital Data Protection Officer (DPO) can be contacted directly at dataprotection@stjames.ie or Tel: 00353 1 410 3021.

What personal data is collected.

Personal data means any information about you which allows the hospital to identify you throughout the recruitment & selection process including up to and including successful appointment. The data collected from applicants will include personal data, such as:

- Name, Surname and title
- Telephone, email and postal contact details
- Visa & Work Permit details
- Technical / Clinical Skills
- Current and previous employment history
- Educational background (Institutions & Qualification achieved)
- Professional Memberships required
- Period of Notice
- Contact details for referees
- Information to support Garda Vetting
- Correspondence relating to the application process
- Notes related to applicant interviews
- Health data and/or information which could infer health e.g. workplace accommodations required
- Equality and diversity data

SJH regularly reviews its processing activities to ensure that it only collects personal data necessary to carry out its purposes and to ensure secure processing of this data. By creating a profile on the ATS, the applicant consents to data being shared with SJH for the purposes outlined in this notice.

What we use your personal data for?

The data collected during the application, on boarding & offer processes will be used to facilitate the recruitment process for the following purposes:

- To hold an effective recruitment campaign
- To fill open vacancies within SJH
- To enable an applicant to apply online and submit a completed application form or Curriculum Vitae (whichever relevant to the role) and in addition submit any supporting documentation as requested
- To assess an applicant's suitability for a role
- To share with third parties where we have retained them to provide services that we or applicants have requested including health assessments, interviews, references, qualifications and criminal reference checking services, verification of the details applicants have provided from third party source, psychometric evaluation or skills testing
- To use information on an anonymised basis to monitor compliance with our equal opportunities policy
- To carry out our obligations arising from any contracts entered into with applicants
- To undertake statistical analysis of anonymised data (equality and diversity) and internal reporting through a candidate's recruitment journey.

How long will we hold onto your personal data?

SJH will only retain your personal data for as long as it is necessary to fulfill the purposes it is being processed for. When SJH no longer needs your personal data, we will securely delete or destroy the personal data.

After a period of 12 months of inactivity, you will receive an email to request whether you would like to retain your Jobtrain record. If you take no action from this email, your record will automatically delete after 30 days. If you take action by logging into your Jobtrain account, your record will remain active and the 12 month period will reset. You can delete your application for a specific role or your full account by logging into your account.

Successful candidates' information required for employment purposes will be retained throughout your employment and transferred to other hospital systems. Employee data is retained in line with our Record Retention Schedules.

Who will have access to your personal data?

Your personal data is stored within the ATS platform and will only be made available to, and shared with, others on a strict "need to know" basis and in compliance with the data protection legislation.

For example:

- Recruitment and Selection staff members;
- Hiring Managers

- Interview Panel Members (Internal & External)
- SJH Occupational Health Department
- Referees
- An Garda Siochana for the purpose of mandatory Garda Vetting
- SJH Centre for Learning & Development for the purpose of onboarding & attendance at the hospitals Induction Programme (online or in-person attendance).
- Any third parties where we have retained them to provide recruitment related services

Will my personal data be transferred outside of the European Economic Area (EEA)?

The ATS platform is a SaaS product and is co-located in two UK Datacentres through their hosting provider AccessAlto, who do not have access to client data. The datacentres are located in London, in Telehouse West and Park Royal London.

What are your Rights

Under certain circumstances, by law you have the right to:

- **Right of access** – you have the right to request a copy of the information that we hold about you. Applicants have access to their own profiles in ATS and can access data through this avenue. Alternatively they can contact the Access to Information Office (AIO) – aio@stjames.ie to request personal data.
- **Right of rectification** – you have a right to correct data that we hold about you that is inaccurate or incomplete. This can be done by accessing your profile or as per above contacting AIO.
- **Right to be forgotten** – in certain circumstances, you can ask for the data we hold about you to be erased from our records.
- **Right to restriction of processing** – where certain conditions apply to have a right to restrict the processing.

If you wish to exercise any of these rights, then please submit a request, to dataprotection@stjames.ie. When submitting a request, the hospital will need information from you to confirm your identity.

How do we keep your personal data secure?

SJH has legal obligations under the EU General Data Protection Regulations (GDPR) and the Data Protections Acts 1988 – 2018 to ensure all personal data which it collects and processes is kept confidential and secure.

Jobtrain Limited is contracted to SJH and is committed to ensuring that information held on the Jobtrain ATS platform is secure. In order to prevent un-authorized access or disclosure, Jobtrain have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information collected online.

What is the legal basis for processing?

The hospital will rely on the following legal bases under the General Data Protection Regulation (GDPR) to process data in relation to your application and transfer of data to other systems if successful:

- Article 6(1)(a) when you sign up to ATS you are consenting to process for the purposes outlined in this notice.
- Article 6(1)(b) of the GDPR, which relates to processing necessary to perform a contract or to take steps at your request, before entering a contract.
- In the field of employment SJH has a legal obligation to share data with other government bodies, examples are set out in this notice. The legal basis being Article 6(1)(c), processing is necessary for compliance with a legal obligation to which the controller is subject.

For special category data (health data) an additional legal basis is required:

- Article 9(2)(a) when you sign up to ATS you are consenting to process for the purposes outlined in this notice.
- For special category data, such as health, religious or ethnicity information is article 9(2)(b) of the GDPR, which relates to our obligations in employment and the safeguarding of your fundamental rights.
- We may also rely on 9(2)(h) of the GDPR, which relates to processing necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee.

Cookies

What is a Cookie?

Cookies are small text files that are placed on your computer or mobile phone by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site and these pieces of information are used to improve services for you through:

- enabling a service to recognise your device so you don't have to give the same information several times during one task
- recognising that you may already have given a username and password so you don't need to do it for every web page requested
- measuring how many people are using services, so they can be made easier to use and there's enough capacity to ensure they are fast
- analysing anonymised data to help us understand how people interact with our services so we can make them better

When someone visits the JobTrain website they collect standard Internet log information and details of visitor behaviour patterns. JobTrain do this to find out things such as the number of visitors to the various parts of the site. JobTrain collect this information in a way which does not identify anyone and do not make any attempt to find out the identities of those visiting any of their websites. JobTrain will not associate any data gathered from this site with any personally identifying information from any source. If JobTrain do want to collect personally identifiable information through their website for instance Online Services, they will be up front about this.

JobTrain will make it clear when we collect personal information and will explain what they intend to do with it.

This allows JobTrain to locate areas for improvement and will allow them to better evaluate how users use the site and the information provided. It will also allow JobTrain to provide more relevant user content.

The table below explains the cookies JobTrain use and why.

| Cookie | Name | Purpose | Expires |
|--------------------------|-------|---|-----------------------------|
| Google Analytics cookies | _ga | Used to distinguish users. You can opt out of Google Analytics cookie. | 2 years |
| | _utma | Determines the number of unique visitors to the site | 2 years |
| | _utmb | This works with _utmc to calculate the average length of time you spend on our site | 30 minutes |
| | _utmc | This works with _utmb to calculate when you close your browser | when you close your browser |
| | _utmz | This provides information about how you reached the site (e.g. from another website or a search engine) | 6 months |

Changes to this Privacy Notice

This Privacy Notice may change from time to time and any changes to the Notice will be communicated by way of a notice on our website.

Making a complaint

In the event that you wish to make a complaint about how your personal data is being processed by the hospital, or how your complaint has been handled, you have the right to lodge a complaint directly with the Data Protection Commission: [Data Protection Commission](#)