

ChannelSight Recruitment Privacy Notice

ChannelSight Recruitment is committed to protecting the rights and privacy of individuals in accordance with the Data Protection Acts 1988 and 2003 (DPA) and the General Data Protection Regulation (GDPR) 2018. This Privacy Notice (together with any other documents referred to herein) sets out the basis on which the personal data collected from you, or that you provide to us, will be processed by us in connection with our recruitment processes. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

This Privacy Notice will apply to our processing of your personal information in addition to our other Privacy Notice which has been provided to you separately on our website

Information We Collect About You

We collect and process some or all of the following types of information about you:

- Information that you provide when you apply for a role. This includes information provided through an online job site, via email, in person at interviews, through our employees if coming as a referral or external recruitment agency and/or by any other method.
- In particular, we process personal details such as name, email address, address, date of birth qualifications, certifications, experience, information relating to your employment history, skills and experience, CVs and Resumes that you provide to us.
- If you contact us, we may keep a record of that correspondence.

Information We Collect From Other Sources

We use an online application tracking system provided by HireHive Recruiting Software and the LinkedIn Recruiters provided by LinkedIn to assist with our recruitment process. We use HireHive to process personal information as a data processor on our behalf for all the received job applications through our career site and other various job portals. HireHive is only entitled to process your personal data in accordance with our instructions.

HireHive provides us with the facility to link the data you provide to us, with other publicly available information about you that you have published on the Internet and provided its link while applying– this may include sources such as LinkedIn and other social media profiles.

LinkedIn's Recruiters tool allows us to search their database, which may include your personal data, to find possible candidates to fill our job openings. Where we find you in this way we will obtain your personal data from the LinkedIn.

We also engage with external recruitment agencies and our employees for finding the right candidate for the role and right fit for the organisation.

Lawful basis for processing

We rely on legitimate interest as the lawful basis on which we collect and use your personal data. Our legitimate interests are the recruitment of staff for our business.

Purposes of processing

We use information held about you in the following ways:

- To consider your application in respect of a role for which you have applied.
- To consider your application in respect of other roles.
- To communicate with you in respect of the recruitment process.
- To enhance any information that we receive from you with information obtained from third party data providers.
- To find appropriate candidates to fill our job openings.

Security

We take appropriate measures to ensure that all personal data is kept secure including security measures to prevent personal data from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal data to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted through any online means, therefore any transmission remains at your own risk.

Where We Store Your Personal Data

The data we collect from you or any external source is stored and processed on HireHive and its database is stored in Ireland only. The applicant's data may also be processed by staff operating outside the EEA who work for us. Such staff maybe engaged in, among other things, the fulfilment of your orders, the processing of your payment details and the provision of support services. By submitting your personal data, you agree to this transfer, storing or processing.

If you would like further information please contact us (see 'Contact' below).

How long we keep your personal data

Recruitment related data and documentation for candidates who have attended an interview with ChannelSight however unsuccessful for the position will be retained for at least 18 months from the date the position is filled to be able to defend any claim under the Employment Equality Acts 1998-2015.

Personal data relating to candidates who applied for employment with ChannelSight however were not successful in being shortlisted for interview stages will be retained until the date the position has been filled but not exceeding 6 months.

Personal data for speculative candidates not applying for a particular open role will be retained for 6 months from the date of receipt of the data.

Contact

All questions, comments and requests regarding this Privacy Notice should be addressed to privacy@channelsight.com.