

# DUNNES STORES

## Career Website Privacy Notice

Your personal data is being collected by Dunnes Stores for the purpose of our recruitment process. When we talk about "Dunnes Stores," or "we," "us," or "our," in this data privacy notice, we are talking about the Dunnes Stores Group, its subsidiaries, affiliates and their respective parent and subsidiary companies in the Republic of Ireland (ROI) and Northern Ireland (NI). Dunnes Stores, as the data controller, is required by the General Data Protection Regulation (GDPR) to notify you about the collection, storage, use, transfer and disposal (known as "processing") of personal data relating to you.

### **What data do we collect from or about you?**

The following information may be used in order to process your application:

- Contact information such as your name, address, phone number and email address;
- A copy of your CV and other information relating to your skills and experience;
- Portfolio of work for certain roles;
- Whether you hold a drivers license or other specific licences relevant to the role in certain cases;
- Your availability to work;
- Proof that may legally work in Ireland/Northern Ireland as applicable;
- Information collected to support equal opportunities employment;
- Data related to previous criminal convictions for certain roles;
- Information relating to religion to support reporting under the Fair Employment Act 1989 (Northern Ireland candidates only);
- Your feedback on the recruitment process;

Some roles may require additional information in order to assess your ability to discharge the relevant duties of the role

### **Why do we collect this data?**

We process your data for the following reasons during the recruitment process:

In the interest of facilitating the recruitment process including:

- Ensuring candidates have the necessary skills and experience for the position;
- Sharing your application data with other departments and stores within Dunnes Stores if your skills and experience are suitable for other vacancies at the time of your application;
- Resolving complaints or issues in relation to your application.

In some cases, we collect information to comply with our legal obligations:

- Personal data that is processed in relation to assessing your work permit status is a legal requirement and your application cannot be processed without this information.
- Sensitive personal data that is processed as part of your application is processed as permitted or required by employment laws.

Finally, we will only process your data in certain ways with your consent:

- We will need your consent to collect certain optional information and we will make this clear during the recruitment process. If you do not choose to give consent, this will not impact any recruitment decision made by Dunnes Stores. You may withdraw consent for the processing of this particular optional information at any time.

### **How do we use your data?**

We may use your data for the following reasons:

- To review and process your application to Dunnes Stores Automated decision-making may be carried out in relation to questions regarding your suitability for the role which may result in the rejection of your application;
- To evaluate, select and recruit suitable candidates;
- To communicate with you during the recruitment process;
- To contact third party references, as provided by you;
- We may process information provided to monitor equality and diversity efforts in Dunnes Stores;
- To prepare you for starting work with Dunnes Stores if your application is successful such as setting up payroll information;
- To communicate with you in future about roles in Dunnes Stores which are relevant to your skills and experience. We will seek your consent before communicating with you about this. (Optional)
- To seek feedback regarding your experience applying for a role at Dunnes Stores. We will seek your consent before communicating with you about this. (Optional)

The personal data that we collect from you may be transferred to and stored or processed in the United Kingdom by one of our service providers. We will take the steps reasonably necessary to ensure that your personal data is treated securely and that your privacy rights are not affected.

When you visit our website, it may store or retrieve information on your browser, mostly in the form of cookies. Please see the [Dunnes Stores Cookie Policy](#) for more information.

### **Will your data be shared?**

Your application data may be shared with other departments and stores within Dunnes Stores if your skills and experience are suitable for other vacancies at the time of your application.

Your application data may also be shared with our service providers and professional advisers where necessary for us to complete our recruitment process. Examples of this include the vendors we have hired to provide recruitment technology and recruitment agencies used by us. All service providers and professional advisers must adhere to Dunnes Stores privacy and security requirements and they are not allowed to use personal data they receive from us for any other purpose.

We will also contact individuals who you have provided as references to us so that we can verify information in relation to your experience and qualifications.

### **How long do we keep your data?**

We anonymise all candidate data 18 months following a recruitment decision however this may be extended if you allow us to communicate with you in future about roles in Dunnes Stores which are relevant to your skills and experience.

If you are successful in your application, your data may be held throughout your employment and for a period following your employment of up to 24 months.

### **What are your rights and how do you make a complaint?**

You have the following rights in relation to your personal data which is processed by Dunnes Stores:

- Right to access a copy of your personal data;
- Right to rectify inaccurate personal data;
- Right to erase your data in certain circumstances;
- Right to restrict the processing of your personal data in certain circumstances;
- Right to object to the processing of your personal data in certain circumstances;
- Right to have your personal data transferred to another organisation at your request;
- Right to not be subject to a decision based solely on automated processing.

You can access and update much of the personal data relating to you that we process as part of the recruitment process through our website however if this does not cover your request, please contact us using the below contact details to make a request in relation to your personal data or if you have any queries in relation to your personal data:

Our email is: [privacymanager@dunnes-stores.ie](mailto:privacymanager@dunnes-stores.ie)

Our registered address is:

*Data Privacy Manager  
Dunnes Stores (Head Office)  
46-50 South Great George's Street  
Dublin 2*

If your request or query has not been resolved to your satisfaction, you have the right to raise the matter with Dunnes Stores lead supervisory authority, the Data Protection Commission (Call 1890 252231, email [info@dataprotection.ie](mailto:info@dataprotection.ie) or visit the website at [www.dataprotection.ie](http://www.dataprotection.ie) for more information) or your local supervisory authority.

### **Changes to this Data Privacy Notice**

We may update this Data Privacy Notice from time to time in response to changing legal or operational requirements. We will notify you of any changes (including when they will take effect).