

Polasaithe Naíonra Céimeanna Beaga

Polasaí 50: EMPLOYEE PRIVACY NOTICE



Gleann Aibhne,
Br. An Ghoirt,
Inis,
Co. an Chláir.

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Suíomh gréasáin: www.gmci.ie/naionra

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Owner	Naíonra Céimeanna Beaga
Validity and document management	<p>This document is valid from Nov 1 2018.</p> <p>The owner of this document is the Owner / Manager, who must check and, if necessary, update the document at least once a year.</p> <p>This policy was adopted by Naíonra Céimeanna Beaga on 1 Nov 2018.</p> <p>Signed by: Katie Uí Chaoimh; Príomh Stiúthóir on behalf of Naíonra Céimeanna Beaga</p>

1. Opening Statement

We respect your privacy and your rights to control your personal data. We will be clear about what data we collect and why we collect it. This privacy statement explains the personal information we collect from you, why we collect it, how we will use it and how we protect it.

Naíonra Céimeanna Beaga shall have the right to process personal data, including the Employee's personal public service number, provided to the by the Employee, to enable Naíonra Céimeanna Beaga to fulfil its legal and contractual obligations in its capacity as employer or in order to take steps at the request of the data subject prior to entering into a labour contract. (e.g. Garda Vetting Unit, Revenue or Social Welfare)

Personal data may also be used based on the legitimate interests pursued by the Service Provider or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the employee which require protection of personal data.

2. Purposes of processing personal data

Human resources and personnel management

This purpose includes human resource management activities carried out as part of recruitment or the performance of an employment contract, and includes on boarding, termination of employment, performance management, scheduling and recording time, performance, compensation and benefits, and training.

Compliance with local and EU Member State Law.

This purpose refers to the processing of personal data as necessary to fulfil a legal obligation to which Naíonra Céimeanna Beaga is subject. Its purpose is to ensure compliance with the law by Naíonra Céimeanna Beaga including but not limited to the prevention of crimes and the disclosure of personal data to government institutions and supervisory authorities, including tax and labour authorities, in relation thereto.

3. Business Operations

This purpose addresses activities such as travel and expenses, managing company assets, IT services, information security, conducting internal audits and investigations, legal or business consulting, and preparing for or engaging in dispute resolution.

Transfers of your personal data to third parties

While processing employee personal data for the purposes indicated above, the Service Provider may use the services of third parties such as: Naíonra accountants. Thus, the third parties may receive or have access to employee personal data.

When using the services of any third party the Service Provider will ensure that the third party will provide suitable technical and organizational measures to protect the personal data as required by the applicable law.

4. Data Retention

The Employee's Personal data will be stored for no longer than necessary considering the purposes of the processing activities. Please refer to the Data Retention Schedule in the Data Retention Policy.

5. Employees' Rights

We use appropriate technical, organisational and administrative security measures to protect all personal data we hold in our records and keep it secure. Unfortunately, no organisation can guarantee complete security.

Right of Access

Individuals have the right to access their personal data and supplementary information. Please use the Subject Access Request Form and contact the Owner/Manager at naionragmc@gmail.com or in writing at Gleann Aibhne, Br. an Ghoirt, Inis, Co. an Chláir. We will acknowledge your request and respond to you within 1 month.

Right to Rectification

Please advise the service of any changes in your or your child's personal information, as soon as possible. Should you believe that any personal data we hold on you is incomplete or incorrect complete, you have the ability to request to see this information and have it rectified.

Right to Erasure

In certain circumstances, data subjects have the right to erasure of their data. Please contact the Owner/Manager at naionragmc@gmail.com or in writing at Gleann Aibhne, Br. an Ghoirt, Inis, Co. an Chláir. We will acknowledge your request and respond to you within 1 month. This is not an absolute right and only applies in certain circumstances.

Right to Restrict Processing

Individuals have the right to request the restriction or suppression of their personal data. data. Please contact the Owner/Manager at naionragmc@gmail.com or in writing at Gleann Aibhne, Br. an Ghoirt, Inis, Co. an Chláir. We will acknowledge your request and respond to you within 1 month. This is not an absolute right and only applies in certain circumstances.

Right to Object

You have the right to object and be removed from any direct marketing emails

Right to be Informed

This privacy policy explains what information we need to collect and how we use it.

Right to Portability

Data subjects can ask that their personal data be transferred to them or a third party in machine readable format (Word, PDF, etc.). However, such requests can only be fulfilled if the data in question is: 1) provided by the data subject to the service, 2) is processed automatically and 3) is processed based on consent or fulfilment of a contract.

In the event, that you wish to complain about how we have handled your personal data, please contact the Owner/Manager of Naíonra Céimeanna Beaga at naionragmc@gmail.com or in writing at Gleann Aibhne, Br. an Ghoirt, Inis, Co. an Chláir. The Owner/Manager will then investigate your complaint and work with you to resolve the matter.

If you still feel that your personal data has not been handled appropriately according to the law, you can contact Irish Data Protection Authority and file a complaint with them.