

RECRUITMENT PRIVACY NOTICE FOR Brown Thomas Arnotts

This notice applies to your personal data which may be processed by **Brown Thomas Arnotts**

Brown Thomas Arnotts respects your right to the privacy and confidentiality of your personal information. This policy sets out the obligations of **Brown Thomas Arnotts** regarding data protection and your rights when you interact with **Brown Thomas Arnotts**.

INFORMATION ABOUT US

Brown Thomas Arnotts is the data controller for your data for the purposes of the Irish Data Protection Act 2018, the General Data Protection Regulation (GDPR) and may be contacted at careers@brownthomas.ie for any queries in relation to this site.

PERSONAL DATA WE COLLECT AND HOW WE USE IT

We collect personal data relating to you when you submit your CV to us for this job application, or if your personal data is submitted to us via third-party recruiters or when we engage in background checks. We may do this as summarised below:

Personal data processed	Source of the personal data:	Purposes of processing	Legal basis for processing	Retention
Job applicants				
<ul style="list-style-type: none"> ▪ Personal details such as name, date of birth, address, email address, phone number, nationality. ▪ Employment and education history in your CV; application form or as provided by you; 	Job Candidate	<p>To manage the receipt, administration, evaluation and management of your job application</p> <p>To determine your suitability for the role you have applied for</p> <p>To keep you informed of your progress or contact you at a later date;</p> <p>To enter into an employment contract with you if your application is successful</p> <p>To contact you about other</p>	<p>Contract</p> <p>Consent</p>	12 months if unsuccessful, if successful the personal data will become part of your personnel file and will be retained for 7 years

		opportunities within Brown Thomas Arnotts		
<ul style="list-style-type: none"> Referees or any other personal data which you may submit in the course of this job application with your consent. 	Job Candidate	To determine your suitability for the role you have applied for	Consent	12 months if unsuccessful, if successful the personal data will become part of your personnel file and will be retained for 7 years
<ul style="list-style-type: none"> Immigration and visa details if required Background checks if required or applicable to your role Fitness to work statements if required or applicable to your role Garda vetting status if required or applicable to your role 	Job Candidate	Meeting the Brown Thomas Arnotts Group's legal obligations, such as processing information about your nationality or visa status to comply with immigration and employment laws	Legal obligation	12 months if unsuccessful, if successful the personal data will become part of your personnel file and will be retained for 7 years
<ul style="list-style-type: none"> Special Category Data such as health data will only be processed if you provide your explicit consent 	Job Candidate	To manage the receipt, administration, evaluation and management of your job application	Explicit consent	12 months if unsuccessful, if successful the personal data will become part of your personnel file and will be retained for 7 years

Sharing of Personal Data: for the purposes set out above, we may share your personal data with other parties. The recipients of your personal data may include:

- other Brown Thomas Arnotts companies;
- Brands where the candidate will represent the Brand
- referees;

- service providers and other business partners;
- third parties where required by law or in connection with a business sale and other third parties with your consent.

International Transfers of Personal Data: We may transfer your personal data to countries that are not part of the EEA. These are known as “third countries” and may not have data protection laws that are as strong as those in the EEA. This means that we will take additional steps in order to ensure that your personal data is treated just as safely and securely as it would be within EEA under the GDPR as follows:

- We may transfer to countries which have been approved as “adequate” by the European Commission.
- We may use specific contracts with third parties that are approved by the European Commission for the transfer of personal data to third countries. These contracts ensure the same levels of personal data protection that would apply under the GDPR.

Security: Data security is very important to us, and we are committed to protecting the security of the personal data you share with us or we otherwise process about you. In support of this commitment, we have implemented appropriate technical, physical and organisational measures to ensure a level of security appropriate to the risk. We have attempted to protect our servers by locating them in areas with security procedures, use of firewalls and implementing other generally available security technologies. These safeguards help prevent unauthorized access, maintain data accuracy, and ensure the appropriate use of data, but no guarantee can be made that your information and data will be secure from intrusions and unauthorized release to third parties.

Your Rights: If you want to know what personal data we hold on you, you can ask us for details of that personal data and for a copy of it (where any such personal data is held). You have the right to correct, amend or have deleted your personal data in the event that it is inaccurate or has been processed incorrectly, or when the right to erasure applies. You can object to the processing of this data or request that the processing be restricted where it is based on our legitimate interest or consent. You may withdraw your consent where you have provided this. Your personal data is not subject to automated decision making.

To review your Rights under the Data Protection Legislation, please scan the QR Code opposite



If you have any cause for complaint about our use of your personal data, you have the right to lodge a complaint with the Data Protection Commission in Ireland.

[Homepage](#) | [Data Protection Commission](#)

Brown Thomas Arnotts Contact Information: Please contact us at
Careers@brownthomas.ie

We reserve the right to update this privacy notice at any time. We may also notify you in other ways from time to time about the processing of your personal information.