

Personal Data Information Notice



eir takes its obligations under Data Protection legislation very seriously and this Notice sets out some information on how and why eir will use personal data in the context of an individual's employment in eir.

1. As part of your employment with eir personal data which may be processed includes: details associated with your name, address, telephone and email contact details, bank details, PPS number, Curriculum Vitae, date of birth, educational background, employment history, referees, emergency contact details, identification documents, marital status, racial or ethnic origin, data for psychometric testing, data relating to medical condition(s), any information associated with background checks including convictions or proceedings committed or alleged, past misconduct, driving behaviours and location data (in respect of drivers and other field staff) and information captured on eir's security systems (including voice, video, Close Circuit Television (CCTV) and security recordings).

2. In addition to the above, any personal data and/or information that may be subsequently provided may be used and processed by eir for the following reasons:

2.1. Determining and processing payroll, reviewing salaries, incentives, bonuses and other benefits;

2.2. Consideration for promotion, career development, training, secondment or transfer, performance monitoring, health and safety, security and access control;

2.3. Monitoring compliance with our internal policies including Health and Safety, Driving for Work, Disciplinary, Grievance procedures and Business Conduct Guidelines;

2.4 Assessing additional and/or further training requirements;

2.5. Adhering to the compliance and disclosure requirements of any and all governmental agencies, regulatory or statutory bodies (e.g. Revenue, Department of Social Welfare, Data Protection Commissioner);

2.6. To enforce our rights under employment law or any other applicable laws.

This list is not exhaustive but is intended rather to set out some examples of scenarios where your personal data may be processed.

3. We may also provide such information to the following parties, (who may also process, transfer and disclose such data for the purposes set out in paragraph 2):

3.1. Any approved agent, contractor, service provider, professional advisor or third party who provides administrative services (e.g. payroll services, HR administration, Health and Safety training) or any other service to eir

3.2. Any other party under a duty of confidentiality to eir which has undertaken to keep such information confidential including eir's professional, pension and financial advisors and auditors;

3.3 Persons seeking confirmation or verification of employment by eir in respect of current or previous employees (with your prior approval);

3.4. Any person to whom eir is under an obligation to disclose information under the law, including any regulatory or other authority with whose direction eir is expected to comply.

3.5 Any occupational health provider who may be nominated by eir to provide such services from time to time.

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To ensure that your personal data is processed efficiently and effectively by eir you are responsible for ensuring that the data you provide is accurate and complete. Accordingly, should any of your personal data change during the course of your employment, please notify HR People Services as soon as possible.

It is a condition of your employment that you will comply with obligations pursuant to the Company's data protection and privacy policies in force from time to time. This includes but is not limited to ensuring that you successfully complete all regulatory and Data Protection training courses or assessment that may be required of you in a timely manner.

We reserve the right to amend this Notice at any time and will ensure that a notice of such amendments will be made available to you.



FAQ's

What is personal and sensitive data?

Personal data is data which can be used to identify you. This may include your name, date of birth, address and telephone number etc. A sensitive or special category of personal data is information related to any of the following: racial or ethnic origin, political opinions, religious beliefs, trade union membership, health, sexuality or sex life, offences and/or convictions.

In what format will my data be stored?

Your details will be stored in both electronic database systems and hardcopy filing systems accessed by employees of eir and its approved service providers.

How will you use my data?

As set out above your data will be used for the purpose of meeting the terms and conditions of your employment.

Why might you share my data?

As set out above there are occasions when eir is required to share your personal data. However, eir will not share your data for purposes beyond those necessary with any third party.

How long will you keep my data?

eir will retain your data for as long as is necessary for the fulfilment of your contract of employment and/or if required to satisfy any legal, regulatory and/or accounting requirements.

Can I get a copy?

You have a right to ask for a copy of your information and to correct any inaccuracies. Under Data Protection legislation, eir is required to provide you with a copy of your personal data, if so requested within one month. If you would like to receive more details on this please contact your HR Director or The Data Protection Team, Leitrim House, 67-68 Stephen Street Upper, Dublin 8