

The Irish Management Institute

Privacy Notice – Recruitment

This privacy notice tells you about how we will use your personal data in connection with IMI's recruitment process. This document explains how IMI may process your personal data and the rights you have in this respect. In collecting this information, we are acting as a data controller and, by law, we are required to provide you with information about us, about why and how we use your data, and about the rights you have over your data.

Who are we?

We are The Irish Management Institute. Our address is IMI Campus, Sandyford Rd, Dublin 16. You can contact us by post at the above address, by email at gdpr@imi.ie or by telephone on (01) 2078400.

We are not required to have a data protection officer, so any enquiries about our use of your personal data should be addressed to the contact details above.

About our recruitment process

You may apply for a position within IMI by sending your application to recruitment@imi.ie. We store candidate details on a recruitment tracker spreadsheet to process and manage applications.

Type of data we collect

When you interact with IMI in connection with the recruitment process, we may ask or receive certain personal data, including, but not limited to:

- Personal data allowing identification of candidates and practical organisation: first name, surname, address and country of residence, email address, telephone number.
 - Personal data allowing the verification of the eligibility and selection criteria as laid down in the vacancy notices: education and training (qualification awarded), professional experience (job title, length, company name, company type, main tasks and responsibilities), linguistic and job related skills and competencies and areas of interest, psychometric data.
-

How we use your data

We have a number of stages in our recruitment process and your details are stored on internal systems to enable us to process your application.

During the course of our recruitment process you may be asked to complete a psychometric assessment. The Service Providers have a Privacy Policy which can be accessed at the following address: <https://www.trytalentq.com/legal/privacy-policy/>

During the course of our recruitment process we also use LinkedIn's Recruitment tool to advertise and source candidates and LinkedIn's privacy policy can be accessed at the following address:



Irish Management Institute

<https://www.linkedin.com/legal/privacy-policy>

We do not use the information you provide to make any automated decisions that might affect you.

Please note that if you are subsequently employed by IMI your data will be subject to our Employment Privacy Notice.

Legal Basis for processing data

We collect and use your personal data for legitimate human resources and business management reasons including:

- identifying and evaluating candidates for potential employment, as well as for future roles that may become available;
- recordkeeping in relation to recruiting and hiring;
- ensuring compliance with legal requirements;
- protecting our legal rights to the extent authorised or permitted by law; or
- emergency situations where the health or safety of one or more individuals may be endangered.

Data Retention

IMI will take reasonable steps to ensure that we retain your personal data only for so long as is necessary for the purpose for which it was collected, or as required under any contract or by applicable law.

Data Security

IMI recognises its responsibility to protect the information you entrust to us. IMI maintains, and requires its third party partners to maintain, technical and organisational measures to protect your data.

Your rights

Once you have provided us with your personal data, you will be able to access this information. If you would like to exercise your rights, such as to access, review, correct, update or erase personal data, please contact us at: recruitment@imi.ie or write to us at the following address:

Recruitment
IMI
IMI Campus
Sandyford Road
Dublin 16

Changes to this Privacy Notice

This Privacy Notice may change from time to time. The most current version of the Privacy Notice will always appear on the site. The most recent version shall supersede any and all other versions of this Privacy



Irish Management Institute

Notice. IMI reserves the right to change or modify this Privacy Notice at any time and at its sole discretion by posting revisions. Therefore, we encourage you to check back often to learn about those changes.

Contact us

Please contact us if you have any questions, complaints or suggestions about this Privacy Notice at:

Address: IMI Campus, Sandyford Rd, Dublin 16.

Email: gdpr@imi.ie

Telephone: (01) 2078400

If you have a complaint about our use of your information, we would prefer you to raise in with us in the first instance to give us the opportunity to put it right, but you can also contact the Information Commissioner's Office via their website at <https://www.dataprotection.ie/docs/complaints/1592.htm> or write to them at:

Office of the Data Protection Commissioner

Canal House,

Station Road,

Portarlinton, Co. Laois,

R32 AP23, Ireland.

Phone +353 (0761) 104 800