

## **GMIL Data Protection Policy for Applicants**

### **GMIL Commitment to Applicant Data Protection**

GMIL recognises all applicants Data Protection rights under the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27<sup>th</sup> April 2016 (General Data Protection Regulation). It is GMIL's intention to fully comply with said legislation and to enforce all internal policies and procedures in relation to Applicants Data Protection and general Data Protection.

### **Collection & Use of Candidate Personal Data**

By applying for a position with GMIL and submitting your CV/resume, under the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27<sup>th</sup> April 2016 (General Data Protection Regulation) is considered as Personal Data and will form part of the overall recruitment process in GMIL. Your Personal Data is collected so as to assess your professional skills/experiences/educational qualifications and acts as a measure against the specific role criteria. Your Personal Data may be accessed by a number of internal authorised representatives who are directly involved in the GMIL recruitment process and have legitimate interests in accessing your personal data. Your Personal Data may be viewed at any time during the recruitment process by an authorised GMIL representative so as to assess your application and your ability to meet set criteria.

### **Data Transfer & Storage of Personal Data**

Once your Personal Data is received electronically via e-mail it is stored in an HR e-mail Outlook account which is accessed solely by HR representatives. The GMIL website is hosted by Black Knight Solutions in Ireland.

### **Retention & Deletion of Personal Data**

GMIL will retain all applications against open positions, either physically or electronically for a minimum of 12 months. Once this retention period has expired, GMIL will ensure all Personal Data received via unsuccessful applicants will be deleted from soft copy storage and physical copies will be shredded immediately upon the end of the retention period. Where GMIL receive CV's/Resumes speculatively, the company will not retain this information and will delete or shred automatically.

## **Data Security**

At all times, GMIL will endeavour to protect, safeguard and safely store all Personal Data to the highest possible level by providing electronic, physical and administrative protection. Access to applicant's Personal Data is only authorised to GMIL representatives that are part of the recruitment process. GMIL has robust Disciplinary Policies and Procedures which will be enacted if a breach of confidentiality or misuse of Personal Data is found to have taken place.

## **Candidate Consent**

When applying for a position in GMIL, all applicants are given the option to either select on 'Accept' or 'Decline' the GMIL personal data consent agreement. By clicking on 'Accept', applicants are fully consenting to GMIL collecting, processing, reviewing and storing of Personal Data for a certain period of time. By clicking on 'Decline', applicants are not consenting GMIL to collect, process, review or store their Personal Data. All applicants have the right to withdraw their consent at any point during the recruitment process, if applicants choose to withdraw their consent, GMIL will need to be informed of this immediately.

## **Contacting GMIL in Relation to your Personal Data**

If you would like to contact GMIL in relation to your personal data you have voluntarily transferred to GMIL, you may do so by e-mailing your query to [hr@goodmanmedical.ie](mailto:hr@goodmanmedical.ie).

GMIL's business address is: \_\_\_\_\_

Goodman Medical Ireland Ltd  
Mervue Business Park  
Mervue  
Galway

We will endeavour to reply to your query within 5 working days.

## **Changes to this Policy**

Please check this Applicant Data Protection policy periodically to inform yourself of any changes. Notice of any material changes to the Applicant Data Protection will be posted to our websites prior to the changes taking effect.