

Privacy Notice to Employees & Volunteers

By applying for any position, working or volunteering with, or otherwise taking up any position within LWETB, you acknowledge that your personal data (including special category personal data) shall be processed by LWETB. This Privacy Notice gives you some information about who we are, what personal data we collect about you, why, who we share it with and why, how long we keep it, and your rights. If you need more information, please see our Data Processing Policy available at <https://www.lwetb.ie/policies/>

1. We are Longford and Westmeath Education and Training Board (LWETB). Our address and contact details are at the bottom of this document. We provide secondary level education, further education and training, Youthreach and other community-based education programmes and services. For further information, see our Data Processing Policy available at <https://www.lwetb.ie/policies/>
2. We collect and use your personal data. The personal data we collect includes your name; date of birth; address; contact details and qualifications; Garda Vetting outcome; Teaching Council registration; registration with any other professional/accrediting body; PPS number; financial data; images (staff cards, CCTV); medical, health and occupational health data; immigration/work-visa information; information relating to recruitment, promotions, and appointments processes; other IR/HR processes; pensions details etc. We use personal data for purposes including: running an efficient service; complying with our obligations as an employer; for recruitment and appointments; allocating resources to our education centres; monitoring the effectiveness of our equal opportunities policies; to discharge our duties to other staff and students; complying with our statutory reporting obligations to Government bodies and EU funding bodies; resolving disputes and defending litigation etc. The information we collect about you depends on various factors, e.g. we will hold differing levels of information about a job applicant as compared with a long-standing employee. Certain personal data is collected and aggregated for use on an anonymised basis, e.g. to monitor our compliance with equal opportunities and non-discrimination policies. For further information on what data we collect, why we collect it, how we use it, and the legal basis for same, please see our Data Processing Policy available at <https://www.lwetb.ie/policies/>
3. We share your personal data with third parties, including other Government bodies. Depending upon the nature of your role within LWETB, this may include data-sharing with bodies including the Department of Education and Youth, Revenue Commissioners, Department of Social Protection, Comptroller & Auditor General, TUSLA, An Garda Síochána, HSE, the Teaching Council or any other regulatory body to which you belong, your Trade Union (for IR/HR issues), occupational health advisors, our insurance company (Irish Public Bodies), banks/financial institutions (to pay wages), pension administrators and pension trustees, future employers (for references etc.), other service providers

(including IT providers, security providers, legal advisors) etc. The Government bodies to which we transfer your personal data will use it for their own purposes (including: to verify other information they already hold about you, for fraud prevention measures, etc.) and may aggregate it with other information they already hold about you. For further information on who we share your data with, when and in what circumstances, and why, please see our Data Processing Policy available at <https://www.lwetb.ie/policies/>

4. We do not transfer your personal data to a third country outside the EEA.
5. We do not engage in Automated Decision Making/profiling.
6. Some personal data is only kept for a short period (e.g. if you are an unsuccessful applicant for a job with us. Some data we retain for a longer period (e.g. your personnel file, if you are employed by us). Further on retention periods is available on request at the contact details below.
7. You have the following rights under Data Protection law, that can be exercised at any time:
 - (a) Right to complain to supervisory authority.
 - (b) Right of access.
 - (c) Right to rectification.
 - (d) Right to be forgotten.
 - (e) Right to restrict processing.

For further information, please contact the person who is responsible for Data Protection in LWETB:

Data Protection Officer
LWETB
Marlinstown Office Park
Mullingar
Co. Westmeath
044 9348389
dp@lwetb.ie