



Officer Application (Controlled Function) Privacy Notice

Please note this information need only be given to a member once

The data controller is Ennistymon & District Credit Union Ltd,
Church Street, Ennistymon, Co. Clare, V95 W085
Tel: (065) 707 1126
Email: info@ennistymoncu.ie

Our Data Protection Officer can be contacted by e-mailing dpo@ennistymoncu.ie, or by post at the address above.

Purpose of the processing – the Central Bank Reform Act 2010 requires that we conduct due diligence checks to ascertain, and be able to demonstrate to the Central Bank, the fitness and probity of all applicants to senior positions within the credit union.

Failure to provide the requested personal data – will mean we will not be able to perform adequate due diligence on your application. We will therefore be prevented from complying with our legal obligations and will be forced not to pursue your application.

The **legal basis for processing** is for compliance with a legal or legislative requirement.

What data we gather – We will use the information you have provided in this form. To perform our due diligence responsibilities under Fitness & Probity we will perform inquiries which may involve us consulting:

- any current or recent employers noted by you
- any current or former colleges or educational institutions where you obtained relevant qualifications
- CPD scheme providers to confirm details.
- searches of the CRO or equivalent national authority for directorships listed
- searches of credit referencing agencies to establish financial soundness
- searches of various Regulator sites, including the Central Bank, Financial Services & Pensions Ombudsman and Office of the Director of Corporate Enforcement and other national authorities as relevant, to check for indications of regulatory conduct issues

Sharing of your data can occur with the following:

- To meet our duties to the Central Bank of Ireland, for reporting, compliance and auditing purposes we allow authorised Central bank personnel to see our records, which may include information about you.
- To meet our legislative and regulatory duties to undergo regular audit and oversight, we appoint internal and external auditors. For these purposes we allow auditors to see our records, which may include information about you.

- The information you provide in this form or that we subsequently obtain through our due diligence exercise, will be maintained under strict security within the credit union. Access to this data will be restricted only to those entitled to see it, such as the Nominations Committee, the Board Oversight Committee, and relevant executive officers (Manager and Compliance Officer).

There are no **transfers of your personal data outside of the EEA**

Retention of your data – to meet our legal obligations under Central Bank regulations, we are asked to retain your information for so long as you hold this position in the credit union.

Your rights as a data subject – you have the right to:

- Data access – find out how we use your information, what information of yours we have, and receive copies of this information
- Rectification or erasure of data – have inaccurate/incomplete information corrected and updated, and, in certain circumstances, to have your information deleted
- Restriction of processing – in certain circumstances, to have our use of your data restricted
- Objection to processing – in certain circumstances, to object to particular use of your personal data for our legitimate business interests (e.g. for direct marketing purposes). You also have the right not to be subject to solely automated decisions, and the right to have a person review such decisions.
- Data portability – exercise the right to data portability (i.e. obtain a transferable copy of your information we hold to transfer to another provider)

Processing based on consent – if our lawful basis for processing your data is your consent to do so, you have the right to withdraw consent at any time. Consent is not the basis for this processing.

Automated decision making – No automated decision making is used in this process.

Profiling – No profiling is done on due diligence materials.

Notification of additional processing – please note that, if, at some future time, we wish to use the data you are today providing for a purpose other than that outlined here, we are obliged to let you know beforehand.

Updates - This Privacy Notice may be updated from time to time and the current version of this Privacy Notice shall be available from our website, the DPO, or the Manager.

Lodging a complaint – you have the right to lodge a complaint about your personal data being processed, either with our Data Protection Officer (as above), or directly with the Data Protection Commission, whose contact details are as follows:

Telephone +353 (0)1 765 0100 / 1800 437 737	Address: Data Protection Commission
E-mail info@dataprotection.ie	21 Fitzwilliam Square South
Web: https://forms.dataprotection.ie/contact	Dublin 2 D02 RD28

You can find more detailed information on what personal data we process and how we process it in our main Privacy Notice on our website www.ennistymoncu.ie