



Employee Data Privacy Notice

Please note this information need only be given to an employee 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.

1. Why do we collect and use your personal information? - As your employer, the Credit Union needs to keep and process information about you for normal employment purposes. The information we hold and process will be used for management and administrative uses only. We will keep and use it to enable us to run the business and manage our relationship with you effectively, lawfully and appropriately, during the recruitment process, whilst you are working for us, at the time when your employment ends and after you have left. This includes using information to enable us to comply with the employment contract (e.g. to pay your salary), to comply with any legal requirements (e.g. to make tax returns) and to pursue the legitimate interests of the Credit Union (e.g. to prevent and detect crime).

If you do not provide this data, we may be unable in some circumstances to comply with our obligations and we will tell you about the implications of that decision.

2. What personal information do we collect about you? - The sort of information we hold includes:

- your application form and references
- your contract of employment and any amendments to it
- correspondence with or about you, for example letters to you about a pay rise or, at your request, a letter to your mortgage company confirming your salary
- information needed for payroll, benefits and expenses purposes
- contact and emergency contact details
- records of holiday, sickness and other absence
- information needed for equal opportunities monitoring policy
- fitness and probity due diligence records
- closed-circuit television may be used in and around our premises for the purposes of security and preventing crime – therefore we may have images of you captured by our CCTV cameras
- We monitor computer use, as detailed in our Employee Handbook and IT policies
- records relating to your career history, such as training records, appraisals, other performance measures and, where appropriate, disciplinary and grievance records

Where necessary, we may keep information relating to your health, which could include reasons for absence and GP reports and notes. This information will be used in order to comply with our health

and safety and occupational health obligations – to consider how your health affects your ability to do your job and whether any adjustments to your job might be appropriate. We will also need this data to administer and manage sick pay and any benefits e.g. health insurance or life insurance policies.

3. **How is the personal information collected?** - We collect personal information from a number of sources, including information we receive directly from you and information we obtain from third parties such as referees.
4. **Who do we share your personal information with?** - We may share your personal information with third parties in order to comply with our contractual duties to you. For example, we may need to pass on certain information to our pension or health insurance schemes.

We sometimes share your personal information with trusted third parties who perform important functions for us based on our instructions and applying appropriate confidentiality and security measures. For example, we may share your personal information with the following third parties:

- (a) our legal and professional advisers such as auditors and external legal counsel;
- (b) trade / representative bodies; and
- (c) any sub-contractors, agents or service providers engaged by the Credit Union (including their employees, directors and officers), such as back up and server hosting providers, IT software and maintenance providers, document storage providers and suppliers of other back office functions.

We may also share your personal information with any third parties to whom you have instructed us to share your information with.

We are required to cooperate by law or otherwise through a legal process with Irish and EU regulatory and enforcement bodies such as the Central Bank of Ireland, An Garda Síochána, the courts, fraud prevention agencies or other bodies.

We may disclose personal information relating to our employees to any third party in the event of a transfer or merger (or potential transfer or merger) of the Credit Union.

5. **Updates to your personal information** - If any of the personal information you have given to us should change, such as your contact details, please inform us without delay. Similarly, if we have collected personal information about you that you consider to be inaccurate, please inform us. Our contact details are below.
6. There are no **transfers of your personal data outside of the EEA**
7. **How long do we keep your personal information?** - We need to keep your personal information for as long as necessary to fulfil the purposes for which it was collected (as described above). Even after your employment with the Credit Union ends, we must retain some of your personal information in order to comply with legal and regulatory requirements and in case of claims. The criteria we use to determine data retention periods for your personal information include the following:
 - We will retain some of it in case of queries from you (for instance, if you submit a request for a reference)
 - We will retain some of it for the period in which you might legally bring claims against us; and
 - Retention in accordance with legal and regulatory requirements. We will retain some of it after our employment contract with you has come to an end, based on our legal and regulatory requirements.

8. Your rights under data protection laws - Your rights are as follows (noting that these rights do not apply in all circumstances):

- The right to be informed about the processing of your personal information
- The right to request access to your personal information and to obtain information about how we process it
- The right to have your personal information corrected if it is inaccurate and to have incomplete personal information completed
- The right to object to processing of your personal information
- The right to restrict processing of your personal information
- The right to have your personal information erased (the right to be forgotten)
- The right to move, copy or transfer your personal information (data portability).

If you wish to exercise any of these rights, you can contact us using the details above.

9. 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.

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

11. Profiling – No profiling is done on employee personal data.

12. Updates - This Privacy Notice may be updated from time to time and the current version of this Privacy Notice shall be retained in the shared folder on the system or can be obtained from the DPO or the Manager.

13. 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