



# **Zevas Communications Ltd.**

## **Recruitment Privacy Policy V.2**

### **Data Controller**

Zevas Communications Ltd. (hereafter referred to as Zevas) will be the Data Controller of all information that is collected when you apply for a position in our company.

### **Lawful Basis for the processing of your data**

Processing is necessary for the purposes of the legitimate interests pursued by Zevas to ascertain the suitability of applicants to fill a role within our company. We may also process personal data relating to criminal convictions and offences where such processing is necessary and proportionate in order to take steps at your request prior to entering into a contract with you.

For successful applications, processing is necessary for the performance of a contract of employment to which the applicant will be party. If you fail to provide the necessary information, it may not be possible for Zevas to enter into a contract of employment with you.

In all cases, we may process your personal data where we are under a legal obligation to do so.

### **Information we collect and how we use it**

If you apply for a job with us directly or through a recruitment partner we will use and process the information submitted as part of your application to determine your ability to meet the job specification, to shortlist applicants, for equal opportunity monitoring and to verify references and professional qualifications.

Information collected may include, but is not limited to:

- Contact information (e.g. name, postal and email addresses)
- Passport or proof of identity information
- Qualifications, skills and competencies
- Your CV (Resume) and covering letters
- Documents supporting your job applications, including references and transcripts
- Employment history
- Self-declaration regarding criminal previous convictions
- Information relating to you that is already publicly available, where necessary and relevant to the performance of the job
- Your responses to job specific questions
- Any other information which you voluntarily provide during the Recruitment Process.

You do not have to share your information with us, but if you choose not to share your information, we will not be able to evaluate you for employment within our company

### **References and Referees**

When you provide personal information of a third party for reference purposes in support of a job application, you should make them aware of this Recruitment Privacy Policy, that you are providing their contact information to us, and ensure that you have their permission to do so.



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### **Reasons we share your information**

We may share your personal information with third parties acting on our behalf as recruitment partners or service providers, for the purpose of verifying references, professional qualification self-declarations regarding previous criminal convictions, conducting searches of information relating to you that is already in the public domain, conducting assessments, scheduling events/interviews, completing new hire screening and on-boarding activities for purposes consistent with those identified in this notice. All third parties that have access to your information have agreed to protect that information and to use it only in relation to your application with Zevas.

We may also be required to disclose your information in response to lawful requests by public authorities, including to comply with law enforcement requests.

### **Where we store and work with your information**

Your information is stored and processed at our offices in Ireland, by our recruitment partners and by our service providers within the EU. If we need to transfer your information outside of the EEA, we will inform you before doing so.

### **How long we keep your information**

Your Information will be saved to fulfil legitimate and lawful business purposes in accordance with the Zevas records retention policies and applicable laws and regulations. You can request that we remove your information at any time.

### **How we secure your information**

We provide reasonable physical, electronic and procedural safeguards to protect information we work with and maintain. We limit access to your information to authorized employees, agents, contractors, vendors, subsidiaries, and business partners, or others who need such access to information to carry out their assigned roles and responsibilities on behalf of Zevas. Please be aware, although we try to protect the information we work with and maintain, no security system can prevent all potential security breaches.

### **Your rights and choices**

You have the right to request information from us on how your personal information is being used and with whom that information is being shared. You also have the right to request to see and get a copy of the personal information that we have about you, known as a Subject Access Request (SAR), request its correction, request its erasure, request that we restrict our processing of it or, in some circumstances, object to any further processing of it. To exercise these rights, please contact our Data Protection Officer (DPO) using the details shown in the Contact Information section. You will need to provide proof of identity before any personally identifiable information is released, corrected or erased.

You also have the right to have your information transmitted to another entity or person in a machine-readable format, in limited circumstances.



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### **How to submit a complaint**

If you wish to raise a complaint on how we have handled your personal information, you can contact our Data Protection Officer at [dstyle@zevas.com](mailto:dstyle@zevas.com) who will investigate the matter.

If you are not satisfied with our response or believe we are working with your personal information not in accordance with the law, you can register a complaint with the Irish Data Protection Authority, the Data Protection Commission (DPC). The Commission's website is [www.dataprotection.ie](http://www.dataprotection.ie).



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### Contact Information

**Data Controller:**

Zevas Communications Ltd.  
Unit 8 Cleve Business Park  
Monahan Road  
Cork

Phone: 1800 944 844  
Email: [info@zevas.com](mailto:info@zevas.com)  
Web: <http://www.zevas.com>

**Human Resources**

Caroline Horgan  
Human Resources Manager  
Telephone: 021 2338611  
Email: [chorgan@zevas.com](mailto:chorgan@zevas.com)

**Data Protection Officer (DPO)**

David Style  
Zevas Communications Ltd.  
Unit 8 Cleve Business Park  
Monahan Road  
Cork  
Telephone: 021 2338861  
Email: [dstyle@zevas.com](mailto:dstyle@zevas.com)

### Recruitment Partners

HireHive ([www.hirehive.com](http://www.hirehive.com)) Applicant Tracking System  
M3S – Total Talent Solutions ([www.m3ssolutions.com](http://www.m3ssolutions.com))

### Revision History

Date	Rev	Author	Comment
22/8/2018	Draft	David Style	Draft
04/09/2018	Draft 2	David Style	Changes made after review
12/02/2020	V.2	Katrina O Callaghan	Review – No Changes