

Version No: 03

Last Updated: Nov 2020

Review Date: April 2022

Reviewed By: Sandra Roche

Amendments Made Yes No

Privacy Statement

Ballymun Job Centre Co-operative Society LTD. (BJC) collect information for the purpose of assisting clients to develop and implement a career plan, secure employment, access training/education options and assist with queries in relation to various entitlements.

BJC is contracted by the Department of Social Protection (DSP) to provide employment services to clients and are required to register/update client information on the DSP Employment Services database.

Information that we collect:

- Your name
- Your address
- Your PPS Number
- Your date of birth
- Your gender and nationality
- Your email address and telephone number
- Education qualifications
- Employment/Work Skills
- Unemployment status
- Employment barriers

The Lawful basis for the use of your personal data is as follows:

- To facilitate BJC complying with its legal obligations

or

- By consent

We process your data where it is necessary for the following purposes

- To assist you to access employment opportunities
- To assist you to develop and implement a career plan
- To assist you to access training/education options
- To assist you with queries in relation to various entitlements
- To source funding on your behalf

Events and Communications

- We will use your information to contact you informing you of upcoming training courses, employer events and seminars
- We will communicate with you through email and text message, reminders for appointments, training programme start dates and times and relevant job vacancies
- Additionally, your contact information may be used by us to provide you with information on our activities, events, project pilots, studies and focus groups.

Purpose and duration of processing

We will process your data in accordance with our legal obligations and for as long as you instruct us to do so where applicable. Personal data collected is managed and retained in accordance with the BJC Data Retention and Destruction Policy.

Security of Personal Data

BJC has organisational, physical, administrative and technical measures in place to protect the personal data that we collect. We monitor the measures to ensure information is secure and operating in a manner to reasonably protect the collected and processed information. The information security systems are upgraded from time to time to limit risks of unauthorised disclosure.

In the event of a data breach, BJC will issue breach notifications as may be required under law.

Your Rights

Where personal data is processed or held by BJC, the following rights apply with regard to your data

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- You can request us to provide you with information on any personal data that we hold about you
- You can request us to provide you with a copy of all of your data, subject to exceptions provided in law
- You can object to the processing or request erasure of your personal data, unless the processing is required by law
- Where personal data we hold about you is incorrect or incomplete you can contact us and we will correct or update the information
- Where you have given your consent only to us to use your personal data you can withdraw that consent at any time.

For security purposes, BJC may require verification of identity before providing access to personal information. If you wish to make a Data Protection request or have a question about this policy, you can contact the BJC Data Protection Officer by email at dataprotection@bmunjob.ie or by post to –

Privacy Statement



Data Protection Officer
Ballymun Job Centre
Civic Centre
Main Street Ballymun
Dublin 9

If you are not satisfied with the way we have processed a request to us about your personal data or if you have a complaint about the way that Ballymun Job Centre has collected, processed, used or disclosed your personal data, you can contact the Irish Supervisory Authority for data protection at –

Office of the Data Protection Commissioner
Canal House, Station Road, Portarlinton, Co Laois, R32 AP23

Or by email – info@dataprotection.ie

Signed by: _____
Mick Creedon, Manager