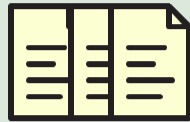


# PRIVACY NOTICE

## for applicants to Extern

The information below describes how Extern manages your personal information in accordance with the law and your rights. We may update this statement from time to time. "Extern" is used to cover, Extern Ireland, Supporting Communities, Extern Group and Extern NI.

### WHAT WE HOLD



**Includes:** name, date of birth, address, academic and employment history, as submitted in your application form/CV.

All personal information must be processed under an identified legal basis – in this case it's that we have a legitimate interest to process data/perform due diligence on prospective employees.

### DO WE SHARE IT?

Our recruitment data is held on a third party system, however this company does not process your applications on our behalf.

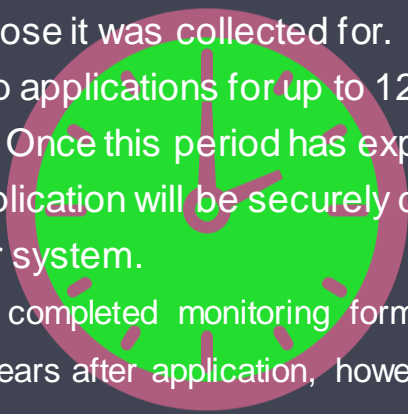
We have an obligation to share relevant data when it is requested by PSNI/Garda in connection with the prevention or detection of a crime.



### HOW LONG DO WE KEEP IT?

Only for as long as necessary for the purpose it was collected for. We keep applications for up to 12 months. Once this period has expired your application will be securely deleted from our system.

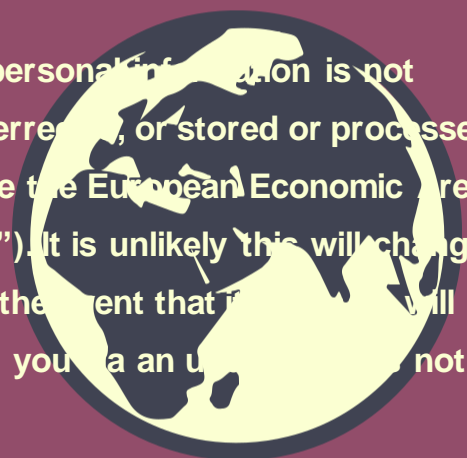
We keep completed monitoring forms for up to 3 years after application, however these are kept in an anonymised form for reporting purposes only.



### TRANSFERRING INFORMATION

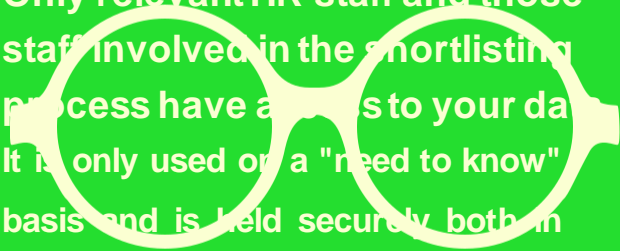
#### ABROAD

Your personal information is not transferred, or stored or processed outside the European Economic Area ("EEA"). It is unlikely this will change, but in the event that it will inform you via an update notice.



### WHO HAS ACCESS TO IT?

Only relevant HR staff and those staff involved in the shortlisting process have access to your data. It is only used on a "need to know" basis and is held securely both in physical and digital formats.



### CONTACTS

For queries about this privacy statement or any other data protection issues, please contact the Data Protection Officer 07762040894 or by post at: Extern, HydePark House, 3 McKinney Road, Newtownabbey, BT36 6PE.



## YOUR RIGHTS

You have the right to:

> Request copies of information held about you.

Please send your request in writing to the Data Protection Officer. There is an application form available on our website. Include copies up-to-date photographic ID. We will respond as soon as possible and not longer than one month from receipt.

> Ask us to amend, update or delete your information in some circumstances or withdraw consent to our processing of your information for particular purposes. Contact the Data Protection Officer or use the form available on our site.

If you are unhappy with the way we are managing your personal information please contact our Data Protection Officer. If you are still unhappy you can register a complaint to the Information Commissioner's Office [ico.org.uk](http://ico.org.uk)

Please note: as the majority of our core processing activities take place in Northern Ireland we have nominated the ICO (UK) as our Lead Supervisory Authority. If you prefer you can contact the Data Protection Commissioner (ROI) with any queries or concerns. [dataprotection.ie](http://dataprotection.ie)