



## ***HR Direct Recruitment*** **(Privacy Statement)**

The Maritime Area Regulatory Authority (MARA) is an independent body responsible for the sustainable management of Ireland's diverse and unique maritime area.

The MARA is committed to protecting and respecting your privacy. This privacy statement explains how the MARA, as the Data Controller, will process the personal data provided to it in respect of HR Direct Recruitment; how that information will be used, and what rights you may exercise in relation to your personal data.

### **Source of the personal data**

Your personal data was provided to the MARA by yourself or a Recruitment Agency acting on MARA's behalf.

### **Purposes of the processing**

The MARA will use the information provided in order to process your competition application and to engage in the recruitment process where relevant. The MARA will not process your personal data for any purpose other than that for which it was collected.

The provision of your personal data is a contractual requirement in order to allow the MARA to facilitate recruitment, set up on HRMS and set up on Payroll. You are obliged to provide this data, and failure to do so could result in it not being possible to complete the recruitment process.

### **Profiling**

The MARA will not use any personal data collected from you in respect of HR Direct Recruitment for automated decision-making, or for profiling purposes.

### **Lawfulness of processing**

This processing of your personal data is lawful under Article 6 (1) (c) GDPR and, inter alia, the and Public Service Management and Recruitments Act 2004.

### **Security of your personal data**

The MARA implements appropriate technical and organisational measures to protect your information from unauthorised access. However, despite these efforts, no security measures are perfect or impenetrable, and no method of data transmission can be guaranteed against any interception or other type of misuse. In the event that your personal data is compromised as a result of a breach of security, the MARA's Breach Management policy and procedures will be implemented.

### **Recipients of the data**

Personal data may be exchanged with other Government Departments, local authorities, agencies, or other public bodies, in certain circumstances where this is provided for by law.

MARA may, from time to time, engage the services of third parties ("data processors") to assist us to perform our functions or obligations, for example, we may engage an external service provider to assist us to carry out reference checks, or perform functions in connection with the application/interview process. Where this occurs, any processing of personal data by the data processor will be in compliance with the requirements of the Legislation. Any such processing will be regulated by a contract between the MARA and the relevant data processor. That contract will govern the conditions under which any personal data may be processed, the security conditions attaching to the processing of the data and will require the data processor to delete or return the data to the MARA upon completion or termination of the contract.

### **Cross-border Data Transfers**

The MARA will not transfer personal data collected in respect of *HR Direct Recruitment* to any country or international organisation outside the EU/EEA.

### **How long will your data be kept?**

The MARA will only retain your personal data for as long as it is necessary for the purposes for which it was collected and processed.

In line with legislative and business requirements, for unsuccessful candidates, applications and correspondence shall be retained for 12 months. For successful candidates, their application will be placed on their employee file and retained during their employment and for an appropriate period thereafter.

### **Your rights**

The MARA's Data Protection Policy which sets out how we will use your personal data, as well as providing information regarding your rights as a data subject (including details regarding right of access, right to rectification, right to erasure, right to restriction of processing, right to object), is available on our website. The policy is also available in hard copy upon request. If you consider that your rights have been infringed, you have the right to complain to the Irish Data Protection Commission ([www.dataprotection.ie](http://www.dataprotection.ie)), and you have the right to seek a judicial remedy.

### **Contacting Us**

If you require further information, or wish to access your personal data, please contact the MARA's **Data Protection Officer**, details below:

**Data Protection Officer**

**Maritime Area Regulatory Authority**

**2<sup>nd</sup> Floor Menapia House**

**Drinagh Business Park**

**Wexford**

**Y35RF29**

**Email: [maradataprotection@mara.gov.ie](mailto:maradataprotection@mara.gov.ie)**