



## Candidate Privacy Notice for ARC Cancer Support Centres

**EFFECTIVE FROM:** 13<sup>th</sup> March 2025

ARC Cancer Support Centres ("ARC "we," "us," or "our"), registered charity number 20028428 understands the importance of protecting the privacy of your personal information. This Candidate Privacy Notice explains how we collect, use, and disclose personal information you provide to us when you apply for a job with ARC Cancer Support Centre or use our career website.

### Information About Us

We can be contacted at [dataprotection@arccancersupport.ie](mailto:dataprotection@arccancersupport.ie). ARC is the data controller for your data for the purposes of the Irish Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

### Personal Data We Collect and How We Use It

We collect personal data relating to you when you submit your CV to us for this job application. We may do this as summarized below:

Personal Data Processed	Purposes of Processing	Legal Basis for Processing
Job applicants: Personal details such as name, date of birth, address, email address, phone number, nationality; Employment and education history in your CV, application form or as provided by you	To manage the receipt, administration, evaluation, and management of your job application	Legitimate interest
Referees or any other personal data which you may submit in the course of this job application with your consent	To determine your suitability for the role you have applied for	Consent
Immigration and visa details if required	Meeting ARC Cancer Support Centre's legal obligations, such as processing information about your nationality or visa status to comply with immigration and employment laws	Legal obligation
Fitness to work statements if required or applicable to your role; Garda vetting status if required or applicable to your role	To determine suitability for the role	Legal obligation
Special Category Data such as health data will only be processed if you provide it	To manage the receipt, administration, evaluation, and management of your job application	Explicit consent
Professional certificates, accreditations	To verify qualifications and ensure compliance with legal requirements	Legal obligation



## Sharing of Personal Data

For the purposes set out above, we may share your personal data with other parties, such as referees and third parties involved in background checks.

## International Transfers of Personal Data

We may transfer your personal data to countries outside the European Economic Area (EEA). These are known as "third countries" and may not have data protection laws that are as strong as those in the EEA. To ensure your personal data is treated just as safely and securely as it would be within the EEA under the GDPR, we will take the following steps:

- We will transfer to countries which have been approved as "adequate" by the European Commission.
- We may use specific contracts with third parties that are approved by the European Commission for the transfer of personal data to third countries. These contracts ensure the same levels of personal data protection that would apply under the GDPR.

## Data Retention

Your personal data will be retained only for as long as reasonably necessary for the purposes set out in this notice and if required by applicable law.

## Security

Data security is very important to us, and we are committed to protecting the security of the personal data you share with us or we otherwise process about you. We have implemented appropriate technical, physical, and organizational measures to ensure a level of security appropriate to the risk. These include securing our servers with security procedures, firewalls, and other generally available security technologies.

## Your Rights

As a data subject, you have the following rights under the GDPR:

1. **Right to Access**  
You have the right to request access to the personal data we hold about you, and to obtain a copy of that data.
2. **Right to Rectification**  
You have the right to request the correction of any inaccurate or incomplete personal data we hold about you.
3. **Right to Erasure ("Right to be Forgotten")**  
You have the right to request the deletion of your personal data when it is no longer necessary for the purposes for which it was collected or when you withdraw your consent (where consent is the basis of processing).
4. **Right to Restrict Processing**  
You have the right to request the restriction of processing of your personal data



under certain circumstances, such as when you contest the accuracy of the data or object to processing.

5. **Right to Data Portability**

You have the right to request a copy of your personal data in a structured, commonly used, and machine-readable format and to transmit that data to another data controller.

6. **Right to Object to Processing**

You have the right to object to the processing of your personal data if it is based on legitimate interests or if it is used for direct marketing purposes.

7. **Right Not to Be Subject to Automated Decision-Making**

You have the right not to be subjected to automated decisions, including profiling, which produce legal effects or significantly affect you.

8. **Right to Withdraw Consent**

Where the processing of your personal data is based on consent, you have the right to withdraw that consent at any time. This will not affect the lawfulness of processing before the withdrawal.

**Right to Lodge a Complaint**

You have the right to lodge a complaint with the Data Protection Commission in Ireland. The most effective and efficient way to contact the DPC regarding queries or complaints is by means of the [webforms](#).

**Contact Information**

Please contact us at: [dataprotection@arccancersupport.ie](mailto:dataprotection@arccancersupport.ie)