

# MHC

## Candidate Privacy Notice

### 1. Purpose and Scope of Notice

This data protection notice (“**Notice**”) applies to all persons who apply for permanent and/or temporary employment positions at Mason Hayes and Curran (“**MHC**”) and/or MHC Professional Services Limited (“**MHC PSL**”) (“**Personnel**”, “**you**” or “**your**”). The controller of your personal data is the MHC organisation that engages you. For example, if you are applying for a role as a solicitor you will be engaged by MHC which will be the controller. If you are applying for a role as a member of MHC’s support staff, MHC PSL will generally be the controller. MHC and MHC PSL are each independent controllers.

When we say “**MHC**”, “**MHC PSL**”, “**we**”, “**us**” or “**our**”, we mean the controller of your information as determined above. The purpose of this Notice is to provide you with the relevant information regarding how MHC collects, uses, stores and transfers personal data when considering you for employment, when you:

- (i) Provide information directly to us e.g. by applying for a role at MHC, by applying via a recruiter;
- (ii) Make information available via public sources such as on job search or career networking websites;
- (iii) Are referred by a member of MHC personnel; or
- (iv) Participate in an interview process with us.

MHC is committed to ensuring that all personal data are:

- Processed lawfully, fairly and transparently;
- Processed for specific purposes only, and not in any manner incompatible with those purposes;
- Adequate, relevant and limited to what is necessary;
- Accurate;
- Not kept longer than necessary;
- Processed consistent with your rights; and
- Kept confidential and secure.

### 2. Types of Personal Data Processed

In order to manage your application and to consider you for opportunities at MHC, we need to process certain personal information about you. To do this, we collect the following information:

- **Personal details and contact information:** This includes information such as name, sex, nationality, marital status, contact information (e.g. home address, telephone number and personal email address) and photograph.

- **Recruitment and application details:** This includes information contained in letters of application and CVs, previous employment background and references, technical skills, educational background, professional qualifications and registrations, language capabilities and other relevant skills. If voluntarily disclosed, this may also include disability status and information relating to accommodations that you may request during the recruitment process. This information is considered to constitute a special category of personal data.
- **Assessment details:** If we ask you to attend for interview (either in person or by telephone or video), we may generate information about you such as assessments or interview notes or process the outcomes of any recruitment exercises you completed (e.g. psychometric testing).

When collecting your personal data is mandatory (either under applicable law or in accordance with a contractual requirement), this will be made clear at the time of collection of the personal data. If you choose not to provide the mandatorily required personal data, this might affect your application.

### 3. How We Use Your Personal Data

We use the above information for the purpose of progressing applications and assessing the suitability of candidates for employment at MHC. In doing so, we are pursuing our legitimate business interests of hiring suitable candidates and seeking assurances from previous employers and referees as to candidates' work performance and reliability.

Unless you object, we shall also keep this information for a period of 2 years so that we can contact you about current and future positions. This is necessary in our legitimate interests to maintain a talented workforce.

We also use the information to fulfil legal or regulatory requirements if necessary. For example, if we make a conditional offer of employment, we may be required to confirm the identity of our personnel and their right to work in a particular country under immigration and employment rules.

We may process special categories of personal data (for example, if you voluntarily disclose data about any disability or health condition which you may have) where necessary for the establishment, exercise or defence of a legal claim by us or where necessary for the purpose of carrying out our obligations and for the exercising of our rights or your rights in the field of employment or social security law.

### 4. How We Share Your Personal Data

Where necessary in order for MHC to perform its obligations to you, or for purposes set forth in this Notice, your personal data will be shared with other MHC offices (e.g. with our offices in the United Kingdom or the United States) and/or third party service providers. These will include, for example, service providers who provide services on our behalf such as recruitment service providers, recruitment software providers, universities and educational institutions and charity partners.

When MHC does outsource the processing of personal data to third parties or provide personal data to third party service providers, we require those third parties to protect the personal data they are provided with appropriate security measures and prohibit or restrict them from using the personal data for their own purposes or from disclosing the personal data to others.

## 5. Data Security and Retention

MHC maintains appropriate technical and organisational measures to protect against accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data (including special categories of personal data).

MHC shall ensure a level of security appropriate to the risks that are presented by the processing, having all due regard to the state of the art, the costs of implementation and the nature, scope, context and purposes of the processing as well as the risk to you. These measures are aimed at ensuring the on-going integrity and confidentiality of personal data. We evaluate these measures on a regular basis to ensure the security of the processing.

If you are successful, the information you provide during the application process will be retained by us as part of your employee file for the duration of your employment at MHC and for an extended period of time to comply with our legal obligations, to resolve disputes and to enforce our agreements.

If you are unsuccessful, MHC may continue to retain your personal data so that we can comply with our legal obligations and resolve disputes or can contact you about current and future open positions.

## 6. Data Transfers

In some cases, we need to transfer your information to recipients outside the European Economic Area (“**EEA**”) for the purposes described in this Notice. Where we transfer your information, we do so in accordance with EU data protection law. If you are based in the EEA, when your data is moved from your home country to a third country outside the EEA some of these countries may not have the same data protection safeguards as your home country.

These transfers are necessary for the management of MHC’s personnel operations. MHC relies on Standard Contractual Clauses which have been approved by the European Commission and on the European Commission’s adequacy decisions on certain countries to transfer your information from the EEA. You can request a copy of our Standard Contractual Clauses by emailing the managing partner.

## 7. Your Rights

You have several rights in relation to your personal data.

You have a right to:

- Access a copy of your personal data held by us;
- Request rectification of your personal data if it is inaccurate or incomplete;
- Request erasure of your personal data in certain circumstances;
- Restrict our use of your personal data in certain circumstances;
- Move (or port) personal data which you have given us to process; and
- Object to the processing of your data where our legal basis for processing your data is our legitimate interests.

However, these rights may not be exercised in certain circumstances, such as when the processing of your data is necessary to comply with a legal obligation or for the exercise or defence of legal claims.

If you have any questions about this Notice, or if you require further information about our use of your personal data or you wish to avail of any of your rights set out herein, please contact us at [dpqueries@mhc.ie](mailto:dpqueries@mhc.ie)

If you are not satisfied with our use of your personal data or our response to any request by you to exercise any of your rights, you have the right to lodge a complaint with the Data Protection Commission. The contact details of the Data Protection Commission are:

Office of the Data Protection Commissioner,  
Canal House,  
Station Road, Portarlington,  
Co. Laois, R32 AP23, Ireland.

Phone +353 (0761) 104 800  
LoCall 1890 25 22 31

Email: [info@dataprotection.ie](mailto:info@dataprotection.ie)  
<https://dataprotection.ie>

## 7. Changes to this Notice

MHC may amend or update this Notice from time to time. If we make changes that are material we will notify you either by prominently posting a notice of such changes before they take effect or by directly sending you a notification.

Updated: May 2018