

Candidate Privacy Statement

This Candidate Privacy Statement explains how Reach Deaf Services collects, uses, stores and shares personal data about people who apply for employment, work experience, volunteering or similar roles with us. It should be read in conjunction with any recruitment information provided to you during the application process.

Who we are

Reach Deaf Services is in receipt of funding from the Health Service Executive (HSE) for the boarding campus accommodating, where children attending the specialised Holy Family School for the Deaf utilise this service and for Supported Living Services, which support vulnerable Deaf and Deaf Blind adults living in their own homes. Reach Deaf Services directly manages these services and is the trustee of the Holy Family school.

We provide the following services

- Reach Deaf Services Boarding Campus provides services to children and young adults in Boarding Campus.
- Reach Deaf Services Third Level Student Accommodation offer quality, affordable third level student accommodation within the campus at Cabra for Deaf/ (Hard at Hearing) HoH students and/or students studying in the wider area of studies associated with the Deaf/ HoH e.g. students at the Centre for Deaf Studies (Trinity).
- Supported Living Services offers high quality supports, through Irish Sign Language (ISL), to people living in their own homes. We provide the Deaf Community with access to one-on-one support through ISL for daily activities, social and community participation, allowing the people we support to learn and develop the skills and confidence to live independent lives. By supporting people using their preferred language, we aim to provide a quality service by matching the people we support with support workers based on communication and interests to ensure the best possible outcomes
- National Chaplaincy for Deaf People-The National Chaplaincy for Deaf People has been providing pastoral care for Deaf people for over 150 years. There is a strong focus on working with the Deaf community in Dublin, especially the school, residences and the centre for Deaf people in Deaf Village Ireland. There is also a focus on supporting the Deaf Community throughout Ireland through the provision of chaplaincy services that combine spiritual and pastoral care.

Our Mission

To be a leading organisation, combining our experience, skills and expertise, in the provision of quality services through ISL to enable our service users in the Deaf Community to reach their full potential.

Reach Deaf Services is committed to protecting the privacy and security of your personal information. This Privacy Statement describes how we collect and use personal information about you during and after your relationship with us. We also provide details, explaining your rights to your personal data.

Throughout this document “we”, “us”, “our” and “ours”, refer to Reach Deaf Services.

Reach Deaf Services is the data controller for personal data processed as part of our recruitment and selection activities.

How to contact us

If you have any questions about this Candidate Privacy Statement or about how we process your personal data, you can contact us at:

Reach Deaf Services, Deaf Village Ireland, Ratoath Road, Cabra, Dublin 7, D07 V4KP.

Telephone: 01-830 0522.

Email: info@reachdeafservices.ie.

Data Protection Officer: dpo@reachdeafservices.ie.

What happens if we make changes to this Privacy Statement

We may update this Candidate Privacy Statement from time to time to reflect changes in our recruitment processes, legal requirements, regulatory guidance or organisational arrangements. Where we make material changes, we will take appropriate steps to bring those changes to the attention of candidates, for example by publishing an updated version on our website or issuing the updated notice during recruitment.

If we intend to process your personal data for a new purpose that is not compatible with the purposes described in this Candidate Privacy Statement, we will provide you with further information before doing so, where required by data protection law.

The current version of this Privacy Statement is Version 1.00 August 2026 effective 19 August 2026

Who we collect data about

This Candidate Privacy Statement applies to candidates and prospective candidates who apply for employment, work experience, student placement, volunteering or similar roles with Reach Deaf Services. It also applies to referees, previous employers and other individuals whose personal data may be provided to us as part of the recruitment process.

How do we collect information from you?

We collect personal data directly from you when you apply for a role, submit a CV or application form, correspond with us, attend an interview, complete an assessment, provide identity or qualification evidence, accept or decline an offer, or otherwise engage with us during recruitment.

We may also collect personal data from third parties where this is relevant and lawful, including recruitment agencies, referees, former employers, education or qualification providers, professional bodies, Garda vetting bodies where applicable, and publicly available professional information that you have chosen to make available.

What types of your data we collect?

Depending on the role and stage of recruitment, we may collect and process the following categories of personal data:

- Identity and contact details, including your name, address, email address, telephone number and other contact information.
- Application information, including your CV, application form, cover letter, employment history, education, qualifications, training, skills, experience, professional memberships and information submitted to support your application.
- Recruitment assessment information, including interview notes, assessment outcomes, test results, scoring sheets, shortlisting records and decision rationale.
- Reference and verification information, including referee details, reference responses, employment verification, qualification verification and work history checks.
- Right to work and onboarding information, including proof of identity, eligibility to work, contract information, bank or payroll details where an offer is accepted, and other information needed to establish the employment relationship.
- Communications information, including emails, letters, interview arrangements and records of recruitment-related correspondence.
- Accessibility and reasonable accommodation information, where you tell us about communication needs, accessibility requirements or reasonable accommodations needed for the recruitment process.

When we collect sensitive personal data or criminal offence data

We may process special category personal data where this is necessary and lawful, including information about health, disability, accessibility or reasonable accommodation needs, so that we can support your participation in the recruitment process and meet our legal obligations.

For roles involving relevant work or activities with children or vulnerable persons, we may process criminal offence data, including Garda vetting information, where this is required by law or necessary for safeguarding purposes. Garda vetting is not required for every role. It will generally apply where a necessary and regular part of the role consists mainly of access to, or contact with, children or vulnerable persons. This may include, for example, roles involving direct care, support, supervision, residential services, education, training, therapy, social or recreational activities, or other regulated safeguarding responsibilities. Such data is handled with additional safeguards and access is limited to authorised personnel only.

When we receive your data from a third party

We may receive information about you from recruitment agencies, referees, previous employers, qualification bodies, professional organisations, vetting bodies and other third parties involved in recruitment or verification. We will only seek or use third-party information where it is relevant, proportionate and lawful for the recruitment process.

What are the legal bases on which we process your data

We rely on one or more of the following legal bases when processing candidate personal data:

Taking steps before entering into a contract — we process your data to assess your application, communicate with you, arrange interviews and, where relevant, make an offer of employment or engagement. This is necessary to take steps at your request before entering into a contract with you. GDPR Article 6(1)(b).

Legal obligation — we process your data where this is necessary to comply with laws that apply to us, including employment law, equality law, taxation, social welfare, right-to-work requirements, safeguarding obligations and Garda vetting requirements where applicable. GDPR Article 6(1)(c).

Legitimate interests — we process your data where this is necessary for our legitimate interests in managing a fair and effective recruitment process, assessing suitability, verifying information, maintaining recruitment records, defending legal claims and protecting the safety, security and integrity of our services. We will only rely on this basis where our interests are not overridden by your rights and freedoms. GDPR Article 6(1)(f).

Consent — we may rely on your consent for optional processing that is not required for the recruitment process, such as where you ask us to retain your application for future suitable opportunities. Where we rely on consent, you may withdraw your consent at any time. This will not affect the lawfulness of processing carried out before consent was withdrawn. GDPR Article 6(1)(a).

Employment, social security and social protection obligations — where we process special category data, such as health, disability, accessibility or reasonable accommodation information, we may do so where necessary to meet employment, social security or social protection law obligations. GDPR Article 9(2)(b).

Occupational health or assessment of working capacity — where relevant, we may process health-related information to assess reasonable accommodation needs, occupational health requirements or working capacity. GDPR Article 9(2)(h).

Legal claims — we may process personal data, including special category data where necessary, for the establishment, exercise or defence of legal claims. GDPR Article 9(2)(f).

Criminal offence data / Garda vetting — for roles involving relevant work or activities with children or vulnerable persons, we may process criminal offence data, including Garda vetting information, where authorised by Irish law and subject to appropriate safeguards. Garda vetting is not required for every role and will only be carried out where legally required or objectively necessary for the role. GDPR Article 10.

What happens if you do not provide the data legally required

Some personal data is required so that we can assess your application, comply with legal obligations, complete pre-employment checks, or take steps before entering into a contract with you. Where information is optional, we will make this clear. If you do not provide information that is required, we may be unable to process your application, continue the recruitment process, make an offer, complete onboarding or employ you in the relevant role.

What is the purpose(s) for processing your data

We process candidate personal data for the following purposes:

- To manage recruitment campaigns and workforce planning.
- To receive, record, screen and shortlist applications.
- To assess your suitability for a role through interviews, scoring, assessments and selection processes.
- To communicate with you about your application and recruitment process.
- To verify information provided by you, including references, qualifications, professional registrations and employment history.
- To complete Garda vetting, safeguarding or background checks only where legally required or objectively necessary for the role, including where the role involves relevant work or activities with children or vulnerable persons.
- To make recruitment decisions and issue offers of employment or engagement.
- To prepare contracts, onboarding records and employee files where your application is successful.
- To comply with legal, regulatory, safeguarding and governance obligations.
- To manage recruitment-related complaints, queries, access requests, disputes or legal claims.

What you need to do when you provide us with third party data

If you provide us with personal data about another person, such as a referee, emergency contact or previous employer contact, you should ensure that you have their permission to provide their details to us and that they understand we may contact them or process their personal data for recruitment purposes.

How we protect your data

We take appropriate technical and organisational measures to protect candidate personal data against unauthorised access, loss, misuse, alteration or disclosure. These measures include access controls, secure storage, confidentiality obligations, staff training, appropriate retention periods and restricted access to sensitive recruitment information such as Garda vetting or health-related information.

How we use automated processing or analytics

We do not carry out solely automated decision-making, including profiling, that produces legal effects or similarly significant effects for candidates. If we use online systems or recruitment platforms to support administration, screening or reporting, final recruitment decisions are made with meaningful human involvement.

Who we share your information with

We may share candidate personal data internally with HR, hiring managers, interview panel members, senior approvers, administration staff, payroll and IT personnel where relevant to the recruitment or onboarding process.

We may share candidate personal data externally with recruitment agencies, referees, former employers, qualification or professional bodies, occupational health providers where applicable, Garda vetting bodies where applicable, legal or HR advisers, insurers, IT and recruitment system providers, payroll providers, Revenue, the Health Service Executive or other public authorities where required by law or relevant to the role.

We will only share personal data where there is a valid purpose and lawful basis for doing so, and we require service providers to protect personal data appropriately.

How long we hold your information for

We keep candidate personal data only for as long as necessary for the purposes for which it was collected and in line with our retention schedule. Personal data relating to unsuccessful candidates will be held for a maximum of one year after the recruitment decision, unless a longer period is required because of a complaint, dispute, legal obligation, safeguarding requirement, or because you have asked us to retain your application for future opportunities and we have your consent to do so.

Where a candidate is successful, relevant recruitment records are transferred to the employee file and retained in accordance with our employee records retention periods. Records relating to accepted offers, contracts, onboarding and payroll may be retained for seven years after employment ends, or for such longer period as may be required by law.

Processing your information outside the EEA

We aim to process and store candidate personal data within the European Economic Area. Where personal data is transferred outside the EEA, for example through an IT, cloud or recruitment service provider, we will ensure that appropriate safeguards are in place. These may include an adequacy decision, standard contractual clauses, or another lawful transfer mechanism. You may contact the Data Protection Officer if you would like further information about the safeguards used for international transfers.

What rights do I have

Under data protection law, you have rights in relation to your personal data. These may include the right to access your data, request correction of inaccurate data, request erasure of data, restrict processing, object to processing based on legitimate interests, request data portability where applicable, and withdraw consent where processing is based on consent. Where we rely on your consent for any processing, including where you ask us to retain your application for future opportunities, you have the right to withdraw that consent at any time. This will not affect the lawfulness of any processing carried out before consent was withdrawn.

You also have the right to lodge a complaint with the Data Protection Commission if you are unhappy with how we process your personal data. The Data Protection Commission can be contacted at www.dataprotection.ie.

If you wish to exercise your rights, please contact the Data Protection Officer at dpo@reachdeafservices.ie.