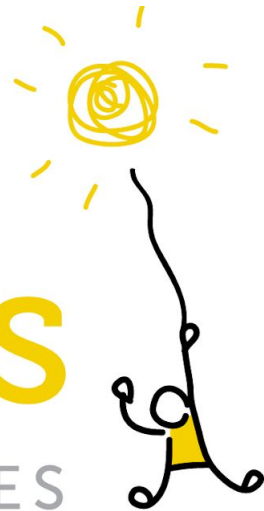


Helium Arts

CREATIVITY CHANGES LIVES



Recruitment Privacy Notice 20th August 2020

In order to fill vacant positions Helium Arts will collect and store personal information you submit to us in your capacity as candidate or job applicant. We have drafted this Privacy Notice in an easy and comprehensible way in order to help you understand who we are, what Personal Data we collect about you, why we collect it, and what we do with it during our recruitment and selection process.

1. Who we are:

We are Helium Arts 22 Pearse St., Mullingar Co. Westmeath. You can contact us at this address by post or by emailing us at the General Manager's email address olive@helium.ie

Our data protection representative is General Manager - Olive Power (olive@helium.ie)

2. Why we process your data, the lawful basis for processing your data and with whom we share it.

A. The data we collect as part of our recruitment and selection process.

Personal Data means any information or set of information from which we are able, directly or indirectly, to personally identify you, in particular by reference to an identifier, e.g. name and surname, email address, phone number, etc.

Categories of personal data	Examples of data collected
Personal details	Name, surname, title, and other

	information provided in your CV
Contact information	Email, phone, address
Education and work history	Any information contained in CVs and additional documents containing personal details (including cover letter / application, diplomas, certificates) as provided by applicants relating to educational and employment background including professional qualifications, skills training undertaken and previous employment details.
Assessment	CV, psychometric tests (such as a situational judgement test, ability or personality test), evaluations of interviews conducted with applicants (face to face, telephone or video)
Pre-employment screening	Reference checks, qualifications check, fitness to work confirmation (if required)
Other	Health issues requiring adaptations to working environment, compensation requests

The legal bases on which we process personal data of candidates/applicants in the manner described above are:

- The personal data you provide in your application and as part of the recruitment process will only be held and processed for the purpose of the selection processes of Helium Arts and in connection with any subsequent employment.
- our legitimate interests in conducting our business in a responsible and commercially prudent manner. We will not process your personal data for these purposes if to do so would constitute an unwarranted interference with your own interests, rights and freedoms;
- to comply with our legal and regulatory obligations; and
- in limited circumstances, your consent (where we have sought it and you have provided it to us), and in which case, you can withdraw your consent at any time.

We share this data internally with our third party service providers listed in the attached Schedule who process your personal data on our behalf.

We process this information for a range of purposes relating to recruitment and to enable these processes, your personal information may be shared internally, but the information shared is limited to what is required by each individual to perform their role in the recruitment process. Your personal information may be shared internally with the following people: Those employees who would have managerial responsibility for you or are acting on their behalf; Employees in HR who have responsibility for certain HR processes (for example recruitment, assessment, pre-employment screening); Employees who are part of the selection and / or interview panel; and Employees in the senior management team or HR with responsibility for policies and contractual requirements. In the event of your application resulting in the offer and your acceptance of a position, your personal information will be held in the Helium Arts staff database and will be shared with the following internal functions: General Manager, CEO/Artistic Director, Line Manager.

We may also share necessary data with an external consultant who participates in the recruitment selection process; an external person who contributes to shortlisting decisions and interview panels.

Our service providers may only process the data of our employees for the purpose of providing us with their services, and no other purpose.

We may also share certain parts of this data with our external financial and legal professional advisors.

We are also required to share certain parts of this data with competent regulatory authorities and bodies as requested or required by law.

Subject to applicable law, we will retain this data for so long as it is necessary (i) for us to perform our obligations under your employment contract with us and (ii) for us to comply with our other legal obligations.

B. We may also process and share your personal data with relevant third parties should we sell all or the relevant portion of our business or assets (including as part of any restructuring or insolvency procedure).

3. Information received from third parties and the source of that data

We may also process personal data received from the following third parties:

A. Private Sources

Former employers, educational institutions and persons who have given references for you to us. The categories of data concerned here include previous work history, educational history and such other information as may be required as part of our employee vetting procedures.

B. Public Sources

Information you have published online such as on LinkedIn and other publicly available information online. The categories of data concerned here are such information as you have posted on your public profiles together with such other categories of data relating to you as may be available online.

4. Your rights relating to personal data

You have the following rights under the GDPR, in certain circumstances and subject to certain exemptions, in relation to your personal data:

- right to access the data - you have the right to request a copy of the personal data that we hold about you, together with other information about our processing of that personal data.
- right to rectification- you have the right to request that any inaccurate data that is held about you is corrected, or if we have incomplete information you may request that we update the information such that it is complete.
- right to erasure - you have the right to request us to delete personal data that we hold about you. This is sometimes referred to as the right to be forgotten.
- right to restriction of processing or to object to processing - you have the right to request that we no longer process your personal data for particular purposes, or to object to our processing of your personal data for particular purposes.
- Right to data portability - you have the right to request us to provide you, or a third party, with a copy of your personal data in a structured, commonly used machine readable format.

In order to exercise any of the rights set out above, please contact us at the contact details at the start of this privacy notice.

If we are processing personal data based on your consent, you may withdraw that consent at any time. This does not affect the lawfulness of processing which took place prior to its withdrawal.

If you are unhappy with how we process personal data, we ask you to contact us so that we can rectify the situation.

You may lodge a complaint with a supervisory authority. The Irish supervisory authority is the Data Protection Commissioner.

5. Requirement to process personal data

The provision of your personal data for the purposes described above is a contractual requirement. In addition, we may need to process your personal data to comply with statutory requirements, such as keeping proper records of payments to employees. We cannot continue to employ you or administer the employment relationship if you fail to provide your personal data for the purposes described above.

6. Automated decision-making and profiling

We do not use any personal data for the purpose of automated decision-making or profiling.

Schedule

Third Party Service Providers

1. Blacknight Computer Systems
2. INET Computer Systems
3. Google Drive/ Suites