



Contract Services Europe  
Employee Privacy Notice

**Who We Are**

**DPS Group** gather and process your personal information in accordance with this privacy notice and in compliance with the relevant data protection Regulation and laws. This notice provides you with the necessary information regarding your rights and our obligations, and explains how, why and when we process your personal data.

**Why do we collect your personal information?**

**DPS Group** processes your personal information to meet our legal, statutory and contractual obligations and to enable us to recruit, employ and train you in the course of your employment with us. We will never collect any unnecessary personal data from you and do not process your information in any way, other than as specified in this notice.

**The personal data that we collect is:**

- Name
- Date of Birth
- Home Address
- Personal Email
- Home Telephone Number
- Mobile Telephone Number
- PPS Number
- Passport
- Professional References
- In certain cases, permits and visas
- Financial information (including but not limited to payroll details and terms)
- Photograph for inclusion with internal CV
- In certain cases, Special Category Data (i.e. health/medical information)

**We collect information in the below ways:**

- Submitted CV's
- Job Forums & Recruitment Agencies
- Direct from Candidates & Employees
- Electronic Vacancy Applications
- Postal and Email Applications

**How We Use Your Personal Data** (Legal Basis for Processing)

**DPS Group** takes your privacy very seriously and will never disclose, share or sell your data without your consent; unless required to do so by law. We only retain your data for as long as is necessary and for the purpose(s) specified in this notice. **The purposes and reasons for processing your personal data are detailed below:**

- We process your personal data in the performance of a contract as your employer, to ensure that we meet our legal employer obligations and the requirements of employment law
- We process your personal data as part of our legal obligation for business accounting, payroll and tax purposes
- We process special category data about you as part of our employment obligations, to ensure that any disabilities and health conditions are known

**Your Rights**

You have the right to access any personal information that DPS Group processes about you and to request information about:

- What personal data we hold about you
- The purposes of the processing
- The categories of personal data concerned
- The recipients to whom the personal data has/will be disclosed
- How long we intend to store your personal data for
- If we did not collect the data directly from you, information about the source

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to do so as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing in accordance with the data protection laws. Where applicable, you have the right to data portability of your information.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the request; this is to ensure that your data is protected and kept secure.

**Sharing and Disclosing Your Personal Information**

We do not share or disclose any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement.

**Safeguarding Measures**

DPS Group takes your privacy seriously and takes every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction and have several layers of security measures in place.

### **Transfers Outside the EU**

Personal data in the European Union is protected by the General Data Protection Regulation (GDPR) but some other countries may not necessarily have the same high standard of protection for your personal data. **DPS Group** does not transfer or store any personal data outside the EU.

### **Consequences of Not Providing Your Data**

You are not obligated to provide your personal information to **DPS Group**, however, as this information is required for us to employ you, we will not be able to offer employment without certain personal information.

### **How Long We Keep Your Data**

**DPS Group** only ever retains personal information for as long as is necessary and we have strict review and retention policies in place to meet these obligations. See [Records Retention Policy \(link\)](#) for more information.

### **Special Categories Data**

As your employer, we have a legitimate interest and, in some cases, a legal obligation to process certain special category data about you. This can include but is not limited to information about health conditions.

Where we collect such information, we do so under the **GDPR's Article 9(2)b**. We will only request and process the minimum necessary for the specified purpose and ensure that the required protective measures and security is placed on all special category data.

### **Lodging A Complaint**

DPS Group only processes your personal information in compliance with this privacy notice and in accordance with the relevant data protection laws. If, however you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how we have handled your information please contact:

DPS Data Protection Officer  
DPS Group  
4 Eastgate Avenue,  
Eastgate Business Park,  
Little Island,  
Cork,  
Ireland  
T45X265  
[DCCS@dpsgroupglobal.com](mailto:DCCS@dpsgroupglobal.com)

You also have the right to complain to your local Data Protection Authority and a full list can be found here:

[http://ec.europa.eu/justice/data-protection/article-29/structure/data-protectionauthorities/index\\_en.htm](http://ec.europa.eu/justice/data-protection/article-29/structure/data-protectionauthorities/index_en.htm)