

1. Privacy Notice

The Sustainable Energy Authority of Ireland (“SEAI”) fully respects your right to privacy. This Privacy Notice (“Notice”) is intended to help you understand what Personal Data SEAI collects about you, why we collect it, what we do with it, who we may share it with and how we protect it in accordance with the General Data Protection Regulation (GDPR).

1.1 What is GDPR?

The General Data Protection Regulation (GDPR) is a law introduced by the European Union to give individuals more control over how their personal data is collected, used, stored, and shared. It applies to any organisation that processes personal data of individuals located in the EU or EEA, regardless of where the organisation is based.

When we talk about “Personal Data” in this Notice, we mean any information relating to you, either directly or indirectly.

The notice outlines:

- What personal data SEAI collects and processes in its day-to-day activities
- The purposes for processing
- Who data may be shared with
- How long data will be retained for
- How it is kept secure
- Your data protection rights and how to exercise them
- How to contact SEAI’S Data Protection Officer

2. Who is responsible for your Personal Data

SEAI is responsible for your information. This Notice applies to SEAI, a public authority established under the Sustainable Energy Act 2002, located at 3 Park Place, Hatch Street Upper, Dublin, D02 FX65.

The use of “we”, “us”, “our” and “ours” in this Notice refer to SEAI. For more information about us, please see our About webpage <https://www.seai.ie/about/>.

If you want to get in touch and seek to exercise your rights as described below, please contact us at dataprotection@seai.ie.

3. What Personal Data do we process?

Personal data means any information that relates to an individual. SEAI processes personal data belonging to its many different customers, third parties and partners. The kinds of personal data we may process include:

3.1 Candidates

Data Subject	Personal Data Types
<ul style="list-style-type: none"> • External Job Applicants • Current Employees (Internal promotion) • Agency staff • Interns • Board Members 	<ul style="list-style-type: none"> • Identification Data e.g Name, surname • Personal Contact Details e.g Personal phone number, personal email address, home address • Recruitment Data e.g CV, cover letter, right to work documentation, referee information, psychometric test results, interview notes • Sensitive/Special Category data* • CCTV • Communications Data

* SEAI may need to process limited sensitive or special category information in relation to an applicant where disclosure is necessary to ensure that any additional supports needed at interview stage can be facilitated.

3.3 CCTV

SEAI offices are located in premises which utilise external and internal CCTV monitoring for security and safety purposes. SEAI does not control or manage these systems and the building owner is the data controller for the CCTV recordings. Please refer to the building owner's privacy notice for information about how this data is processed. In the event that SEAI receives CCTV from the building owner for the investigation of an incident involving our staff or visitors we will process this data in line with our data protection obligations.

3.4 Cookies

The SEAI website uses cookies. A cookie is a small piece of data that may be stored on your computer or mobile device. It allows a website to "remember" your actions or preferences over a period of time. When you first log on to the SEAI website, a message will appear requesting your consent to the use of Cookies, with a link to further details about the types of Cookies used, as well as a link to our full [Cookies Policy](#).

SEAI regularly reviews its processing activities to ensure that it only collects personal data that is necessary to carry out its purposes, to ensure that confidentiality is maintained, and that data is stored in a secure manner.

4. How do we collect Personal Data?

We collect personal data through a variety of methods to deliver our services effectively and meet our statutory obligations. The list below outlines common ways in which we receive personal data. This list is not exhaustive.

4.1 Personal Data provided directly by you

Most of the personal information we process is provided directly by you, for example:

- Information you have provided in your Curriculum Vitae (C.V.), or in an employment application
- Where you have provided information to allow SEAI contact you
- Information you have provided relating to your academic background and professional certifications
- Where you have disclosed a medical condition/s that may impact your interview or that would require additional supports e.g. a disability
- Where you submit a general enquiry relating to interview

4.2 Personal Data received indirectly

We may also receive your personal data indirectly, such as:

- From recruitment agencies as part of a job application or campaign.
- When we receive references from third parties in connection with your application.

All personal data is processed in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

5. Purposes for processing your Personal Data

SEAI will process your personal data as part of its recruitment process. This may include:

- To evaluate your suitability for the role based on the documents you submit as part of your application
- To schedule an interview with you
- To provide interview notes or feedback to you when requested to do so
- To notify you if you are successful or unsuccessful
- To verify your academic background and professional certifications and where relevant your right to work documentation
- To process copies of your official documents e.g. work permit, passport etc.
- To contact your referees
- To draft the contract of employment

6. Legal Basis for processing your Personal Data

Under GDPR we must always have a legal basis for processing personal data. SEAI relies on the following legal basis to collect, use, share, and otherwise process your personal data for the purposes outlined in this notice:

- Processing in **compliance with a legal obligation**, for example, we may process your personal data in line with the Terms of Employment Information Act
- Processing **necessary for the performance of a contract**, for example, your employment contract with SEAI

7. Who we share your Personal Data with

SEAI may share your information with third parties that assist SEAI with the recruitment process and the onboarding of successful candidates. These Third Parties may include:

- External providers of HR services e.g. to assist with elements of administration
- Interview Panel members e.g. Interviewers will assess applications received and draft a short list for interview
- Referees e.g. to provide a reference and to validate work records

Where SEAI shares personal data with third parties it ensures that appropriate safeguards are in place to protect the security and confidentiality of the data. SEAI ensures that personal data is shared with third parties only where necessary and proportionate and in accordance with the principle of data minimisation.

8. How long do we store Personal Data for? (Data Retention)

We retain your information for as long as required to satisfy the purpose for which it was collected as set out in this notice, including for the purposes of satisfying any legal, accounting, or reporting requirements and, where required for SEAI to assert or defend against legal claims.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your Personal Data, the purposes for which we process your Personal Data and whether we can achieve those purposes through other means, and the applicable legal requirements. We also consider regulatory guidance as appropriate.

If your job application is unsuccessful, SEAI retain your data for a 12-month period from the date of application. If you are successful and take up employment with SEAI we retain your data in line with our internal retention policy.

9. How do we keep your Personal data secure?

SEAI takes all reasonable steps (including appropriate organisational and technical measures) to protect your personal data.

- We keep our computer systems, files and buildings secure by following legal requirements and international security guidance.
- We make sure that our staff, and anyone with access to personal data that we are responsible for, are fully trained on how to protect personal data.

- We ensure that our processes clearly identify the requirements for managing personal data and that they are up to date.
- We regularly audit our systems and processes to ensure that we remain compliant with these policies and legal obligations.

10. Artificial Intelligence

SEAI does not use Artificial Intelligence (AI) technologies in our recruitment process. All applications are reviewed by the HR team.

11. Your Rights as a Data Subject

Under the GDPR, you have the following rights:

- The right to be informed about our collection and use of your personal data. This privacy notice meets this requirement, but you can always contact us to find out more or to ask any questions using the details below in the section 'Contacting us, making a complaint or submitting feedback'.
- The right to access the personal data we hold about you. The next section 'how can I access my personal data?' outlines how to exercise this right.
- The right to have your personal data rectified if inaccurate or incomplete.
- The right to be forgotten, the right to request the deletion of your personal data.
- The right to restrict the processing of your personal data.
- The right to object to us using your personal data for a particular purpose or purposes.
- The right to withdraw your consent.
- The right to data portability – to transmit your personal data to another data controller, where SEAI is processing your information under a specific lawful basis.
- The right not to be subject to a decision based solely on automated processing, including profiling, unless certain conditions are met.
- The right to make a complaint to the supervisory authority.

These rights are not absolute and may only be exercisable in certain circumstances and / or may be restricted, where permitted by legislation. If you are unhappy with the outcome of your request to exercise your rights in relation to your personal data, you can make a complaint to SEAI. Additionally, you also have the right to make a complaint to the Data Protection Commission directly.

To exercise any of your rights or seek details regarding how to make a complaint, please see the contact details outlined in the final section of this notice (Contacting us, making a complaint or submitting feedback).

12. How can I access my Personal Data?

If you wish to access your personal data that SEAI holds, an access request may be made through various channels, including by email, phone, post or in person. Requests made in writing can be sent to the relevant email or postal address shown in the final section of this notice, (Contacting us, making a complaint or submitting feedback).

When making a request to access your personal data, please provide sufficient information to allow SEAI to locate the data held about you. Before disclosing any personal information to you, SEAI may require you to verify your identity. We aim to provide a complete response, including a copy of your personal data within one month from the date of receipt of your request. In some cases, particularly if your request is more complex, more time may be required, up to a maximum of three months from the date we receive your request. You will be informed if an extension is required.

13. Contacting us, making a complaint or submitting feedback

We hope that you have found this privacy notice useful. To provide feedback in relation to any aspect of how SEAI has handled your personal information, to exercise your rights, ask questions and/or if you would like to make a complaint, you can contact our data protection office by post, email or phone through the contact details below.

Data Protection Officer
Sustainable Energy Authority of Ireland
3 Park Place
Hatch Street Upper
Dublin 2
D02 FX65

Email : dataprotection@seai.ie
Phone : +353 1 808 2100

13.1 Supervisory Authority – Data Protection Commission (DPC)

If you are unhappy with the outcome of your complaint or how your request to exercise your rights in relation to how your personal data has been processed by SEAI, you also have the right to make a complaint to the Data Protection Commission. You can do so directly via email at info@dataprotection.ie. See also www.dataprotection.ie

14. Amending this notice

From time to time, we may make changes to this privacy notice. Any changes to this privacy notice will be posted on the website so that you are always aware of what Personal Data we collect, how we use it, and under what circumstances, if any, we disclose it. If we make any material changes, we will ensure you are directly informed before the changes take effect.