

Introduction

Inspired Day Service is a dynamic, inclusive programme based in Tralee, Co. Kerry, designed for adults with mild to low moderate intellectual disabilities. This notice sets out how any personal data we collect from applicants for jobs or volunteer / student placements, will be processed by us.

Personal information we collect

We may collect a range of personal information from people who apply for a paid or voluntary role at Inspired, including:

- Biographical information
- Contact information
- Medical information

Applicants may give us personal data by:

- Applying for a role at Inspired, either directly or through a third party (e.g. Indeed, Kerry Volunteer Centre, University, College or School)
- Providing information requested by Human Resources
- Corresponding with us by phone, email or otherwise
- Taking part in interviews
- Attending our office where CCTV (Closed Circuit Television) is in operation

We may also obtain, with consent, personal data about applicants from other sources. For example, references from previous employers or volunteer / work placements.

Why we collect this personal information

We collect this information to assess each applicant's suitability for the role they apply for. We may use this information:

- To shortlist candidates for role
- To arrange and conduct interviews
- To contact referees or gather references
- To keep applicants up-to-date and informed in relation to their application

We may occasionally collect sensitive or 'special category' data as part of applications for roles at Inspired. The following are the legal justifications for processing this personal and/or special category data:

- Before signing a contract, processing is required to perform actions at your request
- Processing is required to comply with a legal requirement that we must follow

Your rights with respect to your personal data

You have the following rights:

- The right to access the personal data we hold about you.
- The right to require us to rectify any inaccurate personal data about you without undue delay.
- The right to have us erase any personal data we hold about you in circumstances such as where it is no longer necessary for us to hold the personal data or, in some circumstances, if you have withdrawn your consent to the processing.
- The right to object to us processing personal data about you such as processing for profiling or direct marketing.
- The right to ask us to provide your personal data to you in a portable format or, where technically feasible, for us to port that personal data to another provider provided it does not result in a disclosure of personal data relating to other people.
- The right to request a restriction of the processing of your personal data.

Sharing of personal data

Below is a list of entities and categories of entities with which your personal data may be shared.

Third party	Description
Any legal successors to Inspired	Where Inspired transfers its business to another organisation or merges with another organisation.
Recruitment companies	Where we use a third party to assist in recruitment competitions.
Interview panel members	Where we interview you and a member of the panel is from an organisation external to Inspired.
External organisations nominated by you	Where you provide referees for Inspired to contact in relation to your application.
Volunteer Centre and Garda Vetting Bureau	Where we send your Garda Vetting application form for processing
HR support companies or other advisers	Where we require advice or support in relation to an aspect of your application or the recruitment process.
Insurance companies	Where we engage with an insurance company in relation to an aspect of your application.
Medical practitioners	Where we request a medical assessment as part of your application for a role in the organisation.
ICT providers	Where ICT services such as network facilities, hosting, hardware, software, email, network storage, HR management systems or similar are provided by or maintained by a third party.
Archiving companies	Where we archive our files in facilities provided by a third party.
Shredding companies	Where our files are securely destroyed by a third party.

In addition, we may disclose your personal information to third parties:

- If there is a risk of serious harm to you or to another person or to property
- If we are under a duty to disclose or share your information in order to comply with any legal obligation
- If we are required to give evidence in court
- To get legal advice or to defend a legal right
- In the event of a disclosure relating to child abuse

Data retention periods

The time periods for which we retain your data depends on the type of information and the purposes for which we use it. We will not retain your data for any longer than is required or permitted. Applications will be retained for a period of one year and, in the case of a successful candidate, for the duration of employment and a minimum period thereafter.

Sometimes Inspired forms panels from which future vacancies can be filled. If a panel is to be formed, this will be stated in the job advert. Applicants who are placed on a panel will have their data retained for the duration of the panel.

Transfer of personal data outside the EU or EEA

In limited cases, certain cloud processors may transfer your data outside the EEA. In each case, this is covered by a Standard Contractual Clause. The role of standard contractual clauses, as defined by the GDPR, is to ensure appropriate data protection safeguards are in place for international data transfers outside the EEA. The standard contractual clause will afford a level of protection essentially equivalent to that guaranteed within the EEA

Updates to this Data Protection Notice

This notice may change from time to time. Any changes will be posted on www.inspired.ie and will be effective from that date. This notice was last updated on 11/11/2025.

Complaints

You may lodge a complaint about our processing of your personal data by contacting the Data Protection Commissioner is www.dataprotection.ie.

Contact us