Privacy Notice for Job Applicants

Edition Date: November 2026

1. What is the purpose of this document?

Turley Planning Ireland Limited ("**we**", "**our**", "**us**" "**Turley**") is committed to protecting the privacy and security of your personal information.

This privacy notice describes how we collect and use personal information about you during the job application process with us, in accordance with the data protection and privacy laws applicable to Turley (including, as applicable: the Data Protection Act 2018 and the General Data Protection Regulation (EU) 2016/679 (the "**Data Protection Law**")).

Turley is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you ("**you**", "**your**"). You are being provided with a copy of this privacy notice because you are applying for work with us (whether as an employee ("**co-owner**"), worker or contractor). It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information. These other applicable privacy notices include for example our website privacy notice.

Turley is a private limited company, with registered company number 657437, and our registered office is situated at 38-39 Fitzwilliam Square, Dublin 2.

2. Data protection principles

We will comply with the Data Protection Law. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.

2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.

3. Relevant to the purposes we have told you about and limited only to those purposes.

4. Accurate and kept up to date.

5. Kept only as long as necessary for the purposes we have told you about.

6. Kept securely.

3. The kind of information we hold about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data). In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

- The information you have provided to us in your curriculum vitae and covering letter (including via an enquiry on our website or which you may send to us via email or post).
- The information you have provided on our application form, including name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications, salary.
- Any information you provide to us during an interview and as a result of assessments carried out during the recruitment process.

We may also collect, store and use the following "special categories" of more sensitive personal information:

- Information about your health, including any medical condition, health and sickness records.

4. How is your personal information collected?

We collect personal information about candidates from the following sources:

- You, the candidate.
- Recruitment agencies via which you have applied for a role with us.
- Your named referees, from whom we collect the following categories of data: dates of employment, job title, performance and conduct, and sickness absence record.

5. How we will use information about you?

We will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the role.
- Carry out background and reference checks, where applicable.
- Communicate with you about the recruitment process.
- Make appropriate adjustments for interview or employment purposes.
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.

It is in our legitimate interests to decide whether to appoint you to the role since it would be beneficial to our business to appoint someone to that role. We also need to process your personal information to decide whether to enter into a contract of employment with you. These are our lawful bases for processing your personal information.

Having received your CV and covering letter and/or your application form, we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the role. If we decide to offer you the role, we will then take up references.

6. If you fail to provide personal information

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully.

7. How we use particularly sensitive personal information

We will use your particularly sensitive personal information in the following ways:

- We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during an interview.

8. Automated decision-making

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

9. Data sharing

In some circumstances we will share your personal information with third parties for the purposes of processing your application. The circumstances in which this will take place occur when we advertise roles via job recruitment boards, to which applicants submit their information.

10. Data Transfers

We may transfer the personal information you provide to us to our head office in the UK for the purposes of processing your application.

11. Data Security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. Details of these measures may be obtained on request. We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

12. Data retention

How long will you use my information for?

If you are unsuccessful at any stage of the process, the information you have provided until that point will be retained for 6 months from the closure of the campaign. Information generated throughout the assessment process, for example interview notes and CVs, are retained by us for 6 months following the closure of the campaign. Equal opportunities information is retained for 6 months following the closure of the campaign whether you are successful or not. If you are successful in your application, we will retain your information in accordance with our privacy policy for co-owners. CVs which are clearly unsuitable for the role will be deleted immediately.

We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with our data retention procedures and applicable laws and regulations. If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

13. Rights of access, correction, erasure, and restriction

Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes (for example, email marketing or phone calls).
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing

of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.

- **Object to any automated decision-making** about you which produces legal effects or otherwise significantly affects you.
- **Request the transfer** of your personal data to you or to a third party. We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format. Note that this right only applies to automated information which you initially provided consent for us to use or where we used the information to perform a contract with you.

Please be aware that these rights are subject to certain conditions and exceptions as set out in the Data Protection Law. If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact *alison.browne@turley.co.uk* or *carol.maughan@turley.co.uk* in writing and they will explain any conditions that may apply.

14. Right to withdraw consent

When you applied for this role, you may have provided consent to us processing your personal information for the purposes of the recruitment exercise. You have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please contact *alison.browne@turley.co.uk* or *carol.maughan@turley.co.uk*. Once we have received notification that you have withdrawn your consent, we will no longer process your application and, subject to our retention policy, we will dispose of your personal data securely.

15. Data protection contact

Alison Browne and Carol Maughan have been appointed to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact *alison.browne@turley.co.uk* or *carol.maughan@turley.co.uk*. Further guidance on your rights is available from the Data Protection Commission (https://dataprotection.ie/). You have the right to complain to Ireland's supervisory office for data protection, the Data Protection Commission at https://dataprotection.ie/en/contact/how-contact-us if you believe that your data has been processed unlawfully.

If you have any further questions regarding your job application please contact the Turley HR team (careers@turley.co.uk).