

Unsolicited and Solicited CV's Policy Template

Using email to communicate

Any information you send to Cooney Carey via email may be sent via an unsecured email link. Due to the nature of the internet, there is a possibility that unsecured (unencrypted) email could be intercepted and read by third parties. Cooney Carey assumes no responsibility for interception of confidential information (including in a CV) that you send in an unsecured (unencrypted) email message.

Right to Hire

Any employment agency, person or entity that submits an unsolicited Curriculum Vitae (CV) to Cooney Carey does so with the understanding that Cooney Carey will have the right to hire that applicant at its discretion without any fee owed to the submitting employment agency, person or entity.

Application for an unsolicited job

If you are interested in applying for an unsolicited job within Cooney Carey you may provide us with your CV. We will then match your qualifications and experience to the position you applied for, or any other current job opportunity. If your profile corresponds to our requirements, we will contact you.

Application for a solicited job

If you are interested in applying for a solicited job within Cooney Carey you may provide us with your CV. We will then match your qualifications and experience to the position you applied for, or any other current job opportunity. If your profile corresponds to our requirements, we will contact you.

Verification

Verification checks are required for specific roles and will be identified in the job advertisement where relevant. Verification checks such as:

- Reference checks
- Proof of Identity
- Proof of Residency
- Proof of the Right to Work

The purpose of personal data processing

The personal data you provide Cooney Carey will be used for the purpose described below:

- **Solicited or unsolicited job applications:**
Cooney Carey collects and processes name and contact details and other personal data which you have provided in your CV and job application.

Deletion and rectification of your personal data

Personal data processed because of unsolicited job applications, where the job applicant is not offered a job, will be deleted 1 week after the rejection of application has been sent to the job applicant (in some cases no communication may take place), unless the job applicant accepts the storage for a longer period. In such case, the application will be stored for 6 months. Unsuccessful candidates personal data for solicited jobs will be held for a maximum of 13 months.

Sensitive personal data

Cooney Carey endeavours not to collect "sensitive personal data" via CV's. By "sensitive personal data" is meant personal data relating to race or ethnic origin, political opinions, religious or philosophical beliefs, membership of trade unions, or health or sex life.