



PRIVACY POLICY

*Please read our Privacy
Policy below*

Gabriel's Angels Ireland Ltd

General

Gabriel's Angels is committed to protecting all personal, special, and criminal categories of data held on you. Your privacy is important and we are committed to protecting any personally identifiable information ("Personal Data") that you disclose to us. We want you to understand our practices with respect how and why we gather and use the information we collect from visitors to the Site.

This document outlines our approach to compliance with the General Data Protection Regulation (GDPR) and all other relevant data-protection legislation. It also sets forth your privacy rights. Please take a moment to familiarise yourself with our privacy practices.

It is important that you read this Privacy Policy together with any other privacy policy we may provide on specific occasions so that you are fully aware of how and why we are using your Personal Data. This privacy policy supplements any other privacy policy and is not intended to override them.

Please note that Gabriel's Angels reserves the right to update this Privacy Notice as required.

Legislation

All personal data processed by Gabriel's Angels is done so in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

Queries and Complaints

If you are unhappy with the way Gabriel's Angels handles your personal data and wish to complain, or if you simply want further information about the way your personal data will be used.

How to Contact Us

Phone our office team on: 087 2314990.

Send us an email to: enquiries@gabrielsangels.ie

Please contact Gabriel's Angels at the below:

Data Protection Officer
Gabriel's Angels Ireland Limited
1 Parkvale, Dundrum, Dublin 16.

Breaches

Gabriel's Angels will take all appropriate technical and organisational steps to safeguard your personal data. In the unlikely event of a data breach, Gabriel's Angels will contact you.

2 How Does Gabriel's Angels Collect Information?

Gabriel's Angels collects personal data to enable the provision of services to support the Gabriel's Angels purpose. The following non-exhaustive methods of data collection are an indication of ways in which Gabriel's Angels may obtain your information:

- Obtain personal data directly from you; and
- Personal data that Gabriel's Angels receives from other sources.
- We also collect information through the use of General Tracking Information and Click Path Tracking (cookie technology).

General Tracking Information

We keep track of the pages visited by each user. Our web server automatically collects some information about you when you request pages from our server, including your IP address. Your IP address is a number that is used by computers connected to the Internet to identify your computer so that data (such as the web pages you request) can be sent to you. We aggregate this data with data on the pages visited by other users to track overall visitor traffic patterns. We use this information to improve our Site by making it more responsive to the needs and preferences of our users. Please see our Cookie Policy for further information.

Click Path Tracking

"Cookies" are pieces of information that are placed on an individual's computer hard drive to enable the individual to more easily communicate and interact with our website. Using cookie technology, we track your click path through our Site. We may use it to help customise your visit to our Site. We may also use cookies to record how many times a user has visited our Site and what pages the user has accessed. You may, however, disallow receiving cookies at any time through your web browser. It is not our intention to use cookies to retrieve information that is unrelated to our Site or your interaction with our Site. Please see our Cookie Policy for further information.

Collection of Personal Data

If you choose to make an enquiry through our Site, you will be asked to provide Personal Data which may include your name, e-mail address, and phone number. We do not actively share Personal Data gathered from our Web servers and we will respond directly to your enquiry via email or phone. If you consent to receiving communications from us, please be aware that we may send correspondence to the e-mail and/or any postal address provided when completing the relevant enquiry form on our Site. This correspondence may include newsletters, promotional offers, information on new features and services we provide, Site updates, responses to your e-mails, comments and opinions, and may also be used

as a means of providing technical support. You can withdraw consent to receiving these communications at any time by following the instructions outlined below.

It is important that the personal data you provide Gabriel's Angels is up to date and accurate. As outlined in Section 7.4 of this notice, if personal data Gabriel's Angels holds on you is inaccurate or incomplete, please contact Gabriel's Angels to update your information.

3 What Does Gabriel's Angels Use Information For?

Process, Purpose, and Lawful Basis

Gabriel's Angels uses personal data collected to fulfil obligations to provide recruitment services and to enable the provision of services to support its purpose.

Any Personal Data gathered from you via our Site (including any follow-up phone calls with you, your family or next-of-kin, and any representative from the HSE) in the course of an enquiry will only be used for specific purposes, as described in this policy. If you submit a service enquiry, we will process your information (or that of your family or next-of-kin) only for the purposes of evaluating the home care services most suited to your needs. If you submit an enquiry around Caregiver opportunities, we will process your information only for the purposes of processing your application.

Gabriel's Angels uses personal data for any of the following purposes:

To comply with our contractual obligations.

To protect a prospective client and/or employee's vital interests.

Pre-Recruitment - Processing is necessary in order to take steps at the request of the data subject prior to entering into a contract. The processing is necessary for the exercise of rights and obligations under employment law.

Background Checks - To verify if the data subject is qualified and eligible for certain positions. Processing is necessary for compliance with a legal obligation to which Gabriel's Angels is subject.

Recruitment and Selection - Processing is necessary in order to take steps at the request of the data subject prior to entering into a contract and for assessing data subject's work capacity.

Pension - To comply with various pension laws. Processing is necessary for the performance of a contract to which the data subject is party.

Payroll - Processing is necessary for the performance of a contract to which the data subject is party.

Personnel File - Processing is necessary for the performance of a contract to which the data subject is party. To comply with various employment and revenue laws. To protect the vital interests of the data subject in the event of an accident or emergency.

Entitlement to Work, Performance Details, Time and Attendance Record & Statutory Entitlement.

Training Records - To ensure that Gabriel's Angels is in a position to assess the data subject's training needs and to capture proof of training. The processing is necessary for the performance of the contract to which the data subject is party.

Grievance and Disciplinary - To ensure the data subject's complaints are fairly investigated in accordance with Gabriel's Angels policies. To comply with Gabriel's Angels legal obligation to apply fair procedures to any data subject's investigation. The processing is necessary for the performance of the contract to which the data subject is party.

Medical Information - Processing is necessary to assess, subject to data subject safeguards, the working capacity of the data subject. To carry out obligations and exercise rights under employment law.

Making or Receiving Payments

Attracting Talent - To provide support and assistance on recruitment services to data subjects via third party sources, such as LinkedIn and other job sites, from which Gabriel's Angels obtain personal data.

Supporting Talent - To support data subjects in their career guidance and communicate with them directly with useful information, advice, and support materials through email, messaging, or mobile/web notification.

Regulatory Compliance - Processing is necessary for compliance with a legal obligation to which Gabriel's Angels is subject. Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.

Third Party Data Sharing - To allow Gabriel's Angels to conduct and carry out functions with third party service providers that enable Gabriel's Angels to deliver services.

Back-ups - To store personal data and make back-ups of that data in case of emergencies and for disaster recovery purposes.

Evidence Submissions - To gather information for dispute resolution services and legal proceedings.

Transfer of Information for Parties Legal Proceedings - Processing is necessary for compliance with a legal obligation to which the Gabriel's Angels is subject.

Accidents and Incidents - To enable Gabriel's Angels to comply with employee record keeping obligations pursuant to the Safety, Health, and Welfare Act 2005.

4 Who Does Gabriel's Angels Share Information With?

Gabriel's Angels may share personal data with other parties in the course of Gabriel's Angels duties. When this is done, Gabriel's Angels adheres to the following principles:

- The transfer is based on a legal obligation, the performance of a contract, or explicit consent.
- Where data is transferred to another party, Gabriel's Angels ensures appropriate technical and organisational safeguards are used to protect your personal data.
- Where Gabriel's Angels engages a third party to provide a service, we aim to ensure the provider has taken appropriate technical and organisational measures to process, store, and safeguard your personal data.
- Gabriel's Angels will not sell your data to any third party and will take all appropriate steps to ensure the security of your data in dealings with third parties.

While the parties Gabriel's Angels engage may change occasionally, Gabriel's Angels believe it is important you are aware of the types of parties Gabriel's Angels shares data with. The categories and types of third parties outlined below is a non-exhaustive list but provides an indication of the parties Gabriel's Angels shares data with.

4.1 Other Third Parties

Third parties for the purposes of internal and external audits, carrying out research, general practitioners, and or third parties who may improve Gabriels Angels processes and services (such as consultants).

4.2 Government Departments, Bodies or Agencies

Gabriel's Angels is legally obligated to share personal data with state actors which is outlined in the Data Protection Act 2018. Recipients of this data include Government departments, agencies, bodies, investigatory bodies, local authorities, and the Gardaí.

4.3 International Transfers

Where personal data is transferred outside the European Economic Area, Gabriel's Angels use safeguards known as Standard Contractual Clauses (SCCs).

5 What Type of Information is Collected?

To fulfil Gabriel's Angels mandate and perform tasks as outlined in this statement, Gabriel's Angels needs to collect various types of personal data. While the type of personal data may change occasionally, Gabriel's Angels believes it is important you are aware of the types of data Gabriel's Angels gathers and uses. The following table is a non-exhaustive list and provides an indication of the categories and types of data Gabriel's Angels uses to perform Gabriel's Angels tasks. Please note that information listed under one category may be used for the performance of a task or in relation to activities under another heading or as outlined under Section 3.

Category	Type of Data
Candidates	<ul style="list-style-type: none"> Contact details, name, email address, phone number, resume, cover letter, date of birth, address, references, photos, grievance and disciplinary documents, next of kin, driving license, car insurance certificate, utility bill, public services card, identification documents such as driving license. Special data such as proof of right to work in Ireland, work VISA, GNIB card, PPS number, sick leave details and fitness to work certificate. Garda Vetting disclosures which can include convictions.
Employees	<ul style="list-style-type: none"> First name, last name, personal details, email addresses and phone numbers, next of kin, driving license, car insurance certificate, utility bill, public services card, photos, qualifications and certificates, past employment details, resume, annual leave details, pension details, grievance and disciplinary documents, performance documents such as progress reports. Special data such as proof of right to work in Ireland, work VISA, GNIB card, sick leave details and fitness to work certificate. Garda Vetting disclosures which can include convictions.
Client and Other Stakeholders	<ul style="list-style-type: none"> Contact details, first name last name, email address, phone number of next of kin. Medical records including care plan, Do Not Resuscitate (DNR) form (if in place) and consent forms.

6 How Long Does Gabriel's Angels Retain Information?

Each retention period varies dependent on the nature and the purpose of the processing. The main factors which determine retention periods are as follows:

1. How long it is required to perform the task;
2. Any legal requirements to hold onto the data;
3. Any pending legal actions.

7 What Are Your Rights?

As a data subject, you will have the following rights as outlined in this section
7. However, restrictions may apply in certain situations.

7.1 Where do I send requests?

Please send all your requests to the contact details provided in Section 1, with as much detail as possible about your requirements to allow Gabriel's Angels to deal with your request efficiently. To answer your request, Gabriel's Angels may ask you to provide identification for verification purposes.

7.2 How long will a request take?

Upon receipt of a request, Gabriel's Angels will have 30 days to provide an answer with an extension of two further months if required. If Gabriel's Angels requires more time to deal with your request, Gabriel's Angels will notify you of the delay and the reasons behind it within 30 days of the receipt of the request. If Gabriel's Angels refuses your request, Gabriel's Angels will also notify you within 30 days of the receipt of the request accompanied by the reasons for the refusal. Gabriel's Angels will not charge a fee for any requests, provided Gabriel's Angels does not consider them to be unjustified or excessive. If Gabriel's Angels considers these to be unjustified or excessive, Gabriel's Angels may charge a reasonable fee (also applicable for multiple copies) or refuse the request. You are entitled to contact the Data Protection Commission if Gabriel's Angels refuses your request.

7.3 Right of Access

You have a right to know what personal data Gabriel's Angels hold on you, why Gabriel's Angels holds the data, and how Gabriel's Angels is processing your personal data. When submitting your request, please provide Gabriel's Angels with information to help verify your identity and as much detail as possible to help Gabriel's Angels understand the information you wish to access (i.e. date range, subject of the request). Please note that an access request is free of charge, however, where

Gabriel's Angels determines a request to be unjustified or excessive, Gabriel's Angels may charge you a reasonable fee.

7.4 Right to Rectification

You have a right to request that Gabriel's Angels information held on you is up to date and accurate. Where information is inaccurate or incomplete, Gabriel's Angels encourage you to contact Gabriel's Angels to have this information rectified. Upon receipt of request, Gabriel's Angels will ensure that the personal data is rectified and as up to date as is reasonably possible.

7.5 Right to be Forgotten

You have the right to seek the erasure of your personal data in the following circumstances:

- The personal data is no longer required for the purposes for which it was obtained;
- Where data is being processed on the basis of consent, you withdraw consent to the processing and no other lawful basis exists;
- The personal data is being unlawfully processed;
- You object to the processing of personal data and there are no overriding legitimate grounds for the processing;
- Your personal data requires deletion in line with legal requirements.

However, Gabriel's Angels will be unable to fulfil an erasure request if the processing of personal data is necessary for the following:

- Exercising the right of freedom of expression and information;
- Compliance with a legal obligation or for the performance of a task carried out in public interest;
- Reasons of public interest in the area of public health;
- Archiving or statistical purposes in the public interest;
- The establishment, exercise, or defence of legal claims;

7.6 Right to Restriction

You have the right to restrict the extent of personal data processed by Gabriel's Angels in circumstances where:

- You believe the personal data is not accurate (restriction period will exist until Gabriel's Angels updates your information);
- The processing of the personal data is unlawful, but you wish to restrict the processing of data rather than erase it;

- Where the personal data is no longer required, but you require retention of the information for the establishment, exercise, or defence of a legal claim;
- You have a pending objection to the processing of the personal data;

When processing is restricted, your personal data will only be processed: with your consent; for the establishment, exercise or defence of legal claims; for the protection of the rights of other people; or for reasons important to public interest. Gabriel's Angels will contact you to confirm where the request for restriction is fulfilled and will only lift the restriction after Gabriel's Angels has informed you that Gabriel's Angels is doing so.

7.7 Right to Data Portability

You have the right to the provision of all personal data held in relation to you in a structured, commonly used and machine-readable format where:

- Processing is completed on the basis a contract;
- Processing is completed based on consent by the you;
- Processing is carried out by automated means.

You may also request that Gabriel's Angels sends this personal data to another data controller where technically feasible.

7.8 Right to Object

You have the right to object to the processing of your personal data; however, the processing must have been undertaken on the basis of public interest or legitimate interest by Gabriel's Angels. If you wish to object to the processing of data, please contact Gabriel's Angels with your request. Gabriel's Angels will then stop the processing of personal data unless it is required for legal proceedings.

Disclaimer

The data contained in our Site is for informational purposes only and is not represented to be error free. Gabriel Angels Ireland Limited attempts to ensure that the data provided or otherwise displayed on our Site is accurate. However, the Site and its contents are provided on an "as is, as available" basis. Use of the Site and its contents is at your sole risk. Gabriel Angels Ireland Limited does not warrant that any functions of the Site will be uninterrupted or error-free, that defects will be corrected, or that the Site will be free from viruses or other harmful components. Gabriel Angels Ireland Limited makes no warranties, either express or implied, concerning the content of such site, including the accuracy, completeness, reliability or suitability of such site.