

# Privacy Notice

## Monaghan County Council/Project Children

### **Background**

The purpose of this notification is to set out some information regarding the collection and processing of your information by Monaghan County Council. During the course of our activities we will collect, store and process personal data about our candidates. Monaghan County Council is the data controller in respect of this data.

Monaghan County Council creates, collects and processes a significant amount of 'personal data' and 'sensitive personal data' in various multiple formats daily. Our commitment is to ensure that the personal data supplied is:

- Obtained lawfully, fairly and in a transparent manner
- Collected for only specified, explicit and legitimate purposes
- Adequate, relevant and limited to what is necessary for the purpose for which it was obtained
- Recorded, stored accurately and where necessary kept up to date
- Kept for no longer than is necessary, and, in a form, which permits identification of the data subject
- Processed in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing of the data.

**For full details of the collection, processing and sharing of your personal data by us and your rights in this regard, please see our full [Privacy Notice](#) on the website.**

### **What data we collect and process**

The types of personal data that we will collect, and process includes:

#### **1. Applicant Identification & Personal Details**

Collected to verify identity, confirm eligibility, facilitate communication, and meet health, safety, travel and accommodation obligations.

- Full legal name (as on passport)

- Preferred name
  - Date of birth
  - Place of birth
  - Nationality
  - Phone number, email address
  - Home address and country of residence
  - Emergency contact name, relationship, phone number and email
  - Dietary restrictions or allergies
  - Medical considerations relevant to programme participation
  - T-shirt size (logistics requirement)
- 

## **2. Eligibility Screening Data**

Used to determine mandatory programme eligibility and J-1 visa compliance:

- Full-time student status
- Age confirmation (18–24)
- Residency in Northern Ireland or the Republic of Ireland
- Passport validity and type
- Availability for interview, orientation and programme dates
- Confirmation of uninterrupted travel availability
- Criminal record declaration
- Consent to social-media public-view requirement (J-1 visa check)

Where eligibility requirements are not met, applications cannot proceed.

---

## **3. Education Information**

Collected to confirm student status and match students to appropriate internship placements:

- University/college name and campus
- Degree type, major, year of study

- Expected graduation date
  - Relevant modules or coursework
  - Any additional educational information voluntarily provided
- 

#### **4. Work Experience & Skills**

Collected to assess professional background and assist with internship matching:

- Employment status
  - Summary of work experience
  - Volunteer experience
  - Key skills and competencies
  - Languages spoken and proficiency
  - Driver's licence status
  - Professional certifications/training (optional)
- 

#### **5. Placement Preferences**

Collected to help align applicants with suitable internship hosts:

- Ranked internship field preferences
  - Preferred work environment type (office, hands-on, client-facing, etc.)
- 

#### **6. Personal Statement Responses**

Collected to assess motivation, suitability for the cultural-exchange context, and ability to participate positively in the programme and host-family setting:

- Motivation for joining the programme
  - Experience working with diverse groups
  - Description of challenges overcome
  - Contribution to host family and wider programme community
-

## **7. Programme Understanding & Behavioural Commitments**

Applicants must indicate agreement with programme expectations relating to:

- Programme duration, structure and travel obligations
- Costs covered by Project Children
- Costs payable by participants
- Conduct and representation expectations while abroad

These confirmations are required to ensure informed consent and programme compliance.

---

## **8. Required Document Uploads**

Collected to confirm identity, student status, and suitability for placement:

- Recent passport-style photograph
  - Passport identity page
  - Current CV
  - Proof of student status (e.g., student ID)
- 

## **9. Final Declarations & Consents**

Applicants must provide:

- Declaration that all information supplied is accurate
- Consent for J-1 visa-related checks, including social media review
- Consent for interview, orientation, and full-programme participation
- Permission for the Council to contact them regarding their application
- Signature and date

These consents allow the Council to process the application lawfully and meet necessary programme and visa requirements.

---

### **Why do we collect this personal data?**

We collect and process this information in order to manage and administer the relationship between you and us for the purpose of creating a candidate profile for you if you are a prospective student intern.

### **Lawfulness of processing**

We process personal data in the exercise of official authority vested in us as the controller under Article 6 (1) (e) of the General Data Protection Regulations (GDPR), necessary for compliance of a legal obligation and by virtue of our statutory functions set out under the following legislation:

- Employment Law
- Terms of the Employment (Information) Act 1994 and Human Resources policies and procedures
- Health and Safety Legislation
- Superannuation Legislation
- National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016
- Children First Act, 2015
- National Guidance for the Protection and Welfare of Children 2017
- Disability Act 2005
- Local Government Act 2001 (As amended)

We process your Special category Personal Data under the Disability Act 2005, Monaghan County Council may also ask if you have a disability

- Where necessary and proportional for the performance of the statutory function conferred on us under the Disability Act 2005 and Employment Law
- To protect your vital interests and those of another person

### **Sharing of Personal Data**

Outside of the relevant recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied, with a designated shortlisting and/or interview board. If following the competition, you are offered the summer internship, the information provided in your application form

will form part of your Personal File and may be used for deciding the post to which you are assigned.

We may share your Personal Data with selected third parties, including for example

- Project Children Legacy CLG,
- An Garda Síochána (Garda Vetting Process)
- Other Government agencies, where required to so do by law

We may also share your data with other, suppliers and other third parties who assist us in fulfilling our functions. Successful applicants' data will be submitted as part of the US DHS visa application process and any related program applications. Further information regarding the sharing of your personal data can be found in our Privacy Notice which is available at: [Privacy Notice](#)

### **How long do we keep hold of your information**

Applications which are unsuccessful at interview stage will be retained for one year. Applications that are not progressed to interview stage will be destroyed post competition.

If you do not furnish the personal data requested, Monaghan County Council will not be able to progress your application for the competition for which you are applying.

For further information on the periods for which your personal data is kept please see our Data Protection Retention Policy which can be accessed by clicking on the link [Privacy Notice](#). Please note that the retention policy is currently under review.

If you have any questions regarding our processing of your Personal Data, our Data Protection Officer can be contacted

by email: [dataprotectionofficer@monaghancoco.ie](mailto:dataprotectionofficer@monaghancoco.ie)

by phone: (047)73765

Postal Address: Monaghan County Council, County Offices, The Glen, Monaghan, H18 YT50