**Privacy Notice relating to the Submission of Tenders**

Please read this in conjunction with IPRT’s privacy statement - see <http://www.iprt.ie/faq>

In order for the Irish Penal Reform Trust (IPRT) to accept your tender, you must provide consent for IPRT to process your tender in line with the Privacy Statement and this Notice. This statement (the “Privacy Statement”) aims at informing you of how IPRT will use the information you submit when submitting a tender to IPRT ("Tender Data"). All Tender Data you submit to IPRT is retained in IPRT.

This Privacy Statement covers any personal data you submit with your tender, such as:

• Name, address, email address, telephone number, or other contact information;

• Information contained in your CV or cover letter, such as previous work experience, education, or other information you provide for our consideration;

• Names and contact information for referrals.

* It is your responsibility to obtain consent from referees before providing their personal information to us. For the avoidance of doubt, IPRT does not wish to receive any confidential or proprietary (or patented) information which you have received from your previous employers.
* IPRT will not supply any data to any third party other than those identified in the Privacy Statement without your express authorisation.
* The personal data you provide will be used to verify your information and conduct reference checks, and to communicate with you.
* Your data will be stored on our database for two (2) years as from your most recent submission of Tender.

**Consent**

Please tick the box to confirm consent to IPRT processing your tender in accordance with the Privacy Statement and **Privacy Notice relating to the Submission of Tenders**