



## Commission for Aviation Regulation Recruitment Privacy Statement

The General Data Protection Regulation (GDPR), which came into effect on 25<sup>th</sup> May 2018, provides individuals with increased rights and control over their personal information; and places enhanced obligations and responsibilities on how organisations collect, use, and protect personal data.

This privacy statement is provided to you in line with our obligations under GDPR; and sets out information on how the Commission for Aviation Regulation processes your personal data for the purpose of Recruitment Processes.

### About us

The Commission for Aviation Regulation was established in 2001 and is an independent public body under the auspices of the Department of Transport, Tourism and Sport and is accountable to the Houses of the Oireachtas.

The role of the Commission is to protect the interests of air passengers by delivering:

- ❖ Efficient, high-quality and safety conscious airport services;
- ❖ Safe and financially-robust airlines based in Ireland and groundhandlers at the three state airports;
- ❖ Financially strong Irish travel agents and tour operators;
- ❖ A robust framework to enforce passenger rights in all Irish airports; and
- ❖ A regulatory framework that represents best international practice.

For further information on our functions please visit our [website](#).

In addition to the above, the Department has appointed the Commission as a National Supervisory Authority for the Single European Sky regulation with responsibility for the economic regulation of the IAA Air Navigation Service Provider (ANSP).

In 2018, the Government as part of its initiative on regulatory reform made a decision to separate the Irish Aviation Authority's (IAA) regulatory functions from its commercial air traffic control services. The objective of the Government's reform initiative is to create a single national aviation regulator responsible for economic, safety and security regulation by merging the Commission for Aviation Regulation with the Irish Aviation Authority Safety Regulation Division (IAA SRD) and separately a sole commercial air traffic control service. We will continue to work with the Department of Transport, Tourism and Sport and the IAA in 2020 to achieve this objective.

In June 2019, the Minister for Transport, Tourism and Sport published the General Scheme of the Air Navigation and Transport Bill 2019, which was approved by Government. Government has prioritised the formal drafting of the legislation giving formal, legal effect to the restructuring of the IAA and the Commission – which is currently being drafted by the Office of the Attorney General.

### **Our Contact Details**

The Commission for Aviation Regulation is the Controller for the personal data that we process unless otherwise stated.

The Commission's contact details are as follows:

Post: Earlsfort Centre, 6 Earlsfort Terrace, Dublin 2, D02 W773

Email: [info@aviationreg.ie](mailto:info@aviationreg.ie)

Telephone: 00353 (1) 6611700

### **Data Protection Officer Contact Details**

The Commission has appointed a Data Protection Officer to oversee our data protection compliance, our DPO can be contacted at:

Post: 3rd Floor Alexandra House, Earlsfort Terrace, Dublin 2, D02 W773

Email: [dpo@aviationreg.ie](mailto:dpo@aviationreg.ie)

Phone: 00353 (1) 6346851

### **Data Protection Principles**

We will comply with data protection law and principles, which means that your data will be:

- ❖ Used lawfully, fairly and in a transparent way.
- ❖ Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- ❖ Relevant to the purposes we have told you about and limited only to those purposes.
- ❖ Accurate and kept up to date.
- ❖ Maintained only for as long as necessary for the purposes we have told you about, i.e., in relation to the recruitment exercise.
- ❖ Kept securely and protected against unauthorised or unlawful processing and against loss or destruction using appropriate technical and organisational measures.

### **Categories of Personal Information**

In connection with your application, we will collect, use, and store the following categories of personal data about you:

- ❖ Contact Details i.e., Name, Address, Telephone number, personal email address, D.O.B
- ❖ Job Application (CV's, motivation letter, application form)
- ❖ References/Referee Details
- ❖ Shortlisting and Interview Notes
- ❖ Correspondence regarding application
- ❖ Aptitude test results

### **How Personal Data Is Collected**

We collect personal data about job applicants from the following sources:

- ❖ The job applicant.

- ❖ Named referees, from whom we collect details of previous employment, performance during previous employment.
- ❖ From recruitment agencies (where applicable)

### **Purpose of Processing:**

The personal data provided will be utilised for the purpose of:

- ❖ Assess your skills, qualifications, and suitability for the role i.e., through interviews, aptitude testing.
- ❖ Carry out reference checks.
- ❖ Communicate with you about the recruitment process.
- ❖ Keep records related to our hiring processes.

### **Legal Basis for Processing**

To process personal data, organisations must have a lawful reason. The six lawful reasons for processing personal data under GDPR are:

- ❖ Consent;
- ❖ To carry out a contract;
- ❖ For an organisation to meet a legal obligation;
- ❖ Where processing the personal data is necessary to protect the vital interests of a person;
- ❖ Where processing the personal data is necessary for the performance of a task carried out in the public interest;
- ❖ In the Legitimate interests of a company/organisation (except where those interests contradict or harm the interests or rights and freedoms of the individual).

We process your personal information for the purpose of Recruitment processes under the legal basis of Article 6.1.b. *'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'*

### **Automated Decision-Making**

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

### **Data Sharing**

We will only share your personal data with the following categories of recipients for the purposes of processing your application:

- ❖ The Commission's HR / Corporate Services Officer
- ❖ Recruitment Agency, who process personal data on our behalf and are subject to a data processing agreement.

## Data Security

Appropriate security measures are in place to prevent your personal data from being accidentally lost, used, or accessed in an unauthorised way, altered, or disclosed. In addition, we limit access to your personal data to those employees, and third parties who have a business need-to-know. They will only process your personal data on our specific instructions and are subject to a duty of confidentiality.

## Data Retention

- ❖ For successful candidates, we will retain your personal data as part of the candidate's personnel file.
- ❖ For unsuccessful candidate, we will retain your personal data for one year upon completion of the recruitment competition. After this period, we will securely destroy your personal data in accordance with our data retention policy.

## Requirement to Provide Information

- ❖ There is a contractual requirement to provide the information requested in our job advertisements and application forms; failure to do so may result in applicants not being shortlisted or may negatively affect the manner in which they are scored.

## Exercising Your Data Protection Rights

You have the following rights under the GDPR:

- ❖ Request access to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it. For further details click [here](#) ;
- ❖ Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate data corrected. Right of Rectification, for further details click [here](#) ;
- ❖ Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us to continue processing it. For further details click [here](#) ;
- ❖ The Right to Object to Processing, for further details click [here](#) ;
- ❖ Rights regarding automated decision making, including profiling, for further details click [here](#) ;
- ❖ Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you. For further details click [here](#) ;
- ❖ Request the transfer of your personal data to another party. for further details [here](#) ;

and the Right to Request the above rights from the Data Controller.

If you wish to exercise your rights, please contact our Data Protection Officer via email at [dpo@aviationreg.ie](mailto:dpo@aviationreg.ie) or at one of the contact details provided above.

**Right to Lodge a Complaint**

You have the right to lodge a complaint with a supervisory authority; which in Ireland is the Data Protection Commission. The Data Protection Commission can be contacted in the following ways:

<b>Online Contact Form:</b>	<a href="https://forms.dataprotection.ie/contact">https://forms.dataprotection.ie/contact</a>
<b>Post - Dublin:</b>	21 Fitzwilliams Square South, Dublin 2, D02 RD28
<b>Post – Laois:</b>	Canal House, Station Road, Portarlinton, Co. Laois, R32 AP23
<b>Telephone:</b>	+353 578 684 800 or +353 761 104 800