



Recruitment Privacy Notice

Introduction:

This Privacy Notice describes how the Irish Aviation Authority's ("IAA", "We", "Our" or "Us") uses your personal data when carrying out recruitment process. The IAA is the Controller of all personal data that is collected as part of recruitment process.

We are fully committed to safeguarding all personal data we handle and adhering to our responsibilities under Data Protection Law. This privacy notice is provided to you in line with our obligation under the General Data Protection Regulation and Data Protection Acts 1988 to 2018.

Being transparent about how we process your personal data is important to us. Therefore, through this privacy notice we aim to keep you informed about data processing activities carried out by us specific to recruitment.

How do we collect personal data?

We collect personal data directly from job applicants and named referees.

What information do we process?

When you apply for a job through our recruitment site, we collect your name, contact details, curriculum vitae, education qualifications, work history, cover letter and information regarding your eligibility to work in Ireland.

When an offer is extended to a candidate and is accepted by them, we will process further information for the purpose of on-boarding and employment. This would include interview notes, referee details, references, date of birth, gender, personal public service number, bank account details, residential address, documents evidencing right to work in Ireland, historical pension information, trade union membership, health and character declaration details, emergency contact details and proof of identity such as passport or driver's license.

Where required, we may also collect certain types of personal data to accommodate individuals with disability during the interview. All personal collected is kept confidential and only shared with relevant parties based on need-to-know basis.

How do we use your personal data?

We process your personal data to identify and assess your suitability for the job through interviews and aptitude testing, keep records relation to hiring process, carry out reference checks, assess your skills, qualifications, and suitability for the role i.e., through interviews and aptitude testing, conduct reference checks, communicate with you about the recruitment process and keep records related to our hiring processes.

If you are successfully appointed for the position, your personal data will be used in connection with your employment with IAA. We use your personal data to enable us to run our business

and manage our employment relationship with you effectively. This includes using your data to enable us to manage employment contract, comply with legal obligations and protect our legal position in the event of legal proceedings against IAA.

Where required, we collect your personal data such as details regarding criminal convictions and offences for Garda vetting.

What is our lawful basis for processing your personal data?

The Personal Data you provide in your application and as part of recruitment process will only be held and used for the purpose leading to selection of successful candidate and, where relevant, in connection with any subsequent employment. Depending on the type of personal data that we obtain from you, we rely on one or more of the following lawful grounds to process your personal data:

- a. **Consent:** By submitting your job application, you agree to allow us to process your data in relation to recruitment.
- b. **Performance of Contract:** we process your data to comply with our obligations under the employment contract.
- c. **Legal Obligation:** we process your data to fulfil our obligation under relevant statutory legislations.
- d. **Vital Interest:** occasionally we may process your data to protect your vital interests.

How do we share your personal data?

Your data will be disclosed to members of human resources team, relevant team and interview panel members. Your information will also be shared with organisations who provide services to IAA, e.g., job portal service provider and psychometric test service provider (where required).

The personal data collected from successful candidates will be shared with third parties such as our pension administrator, bank, Department of Revenue, Garda Síochána and other competent authorities as required.

How do we protect your personal data?

We have implemented appropriate technical and organisational measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or accidentally disclosed. These measures include, but are not limited to, policies and procedures, access control and password protection. IAA employees and third parties with whom the data is shared have a legal duty to keep your data confidential and safe.

How long do we retain your data?

We will retain personal data of successful candidates as part of their personnel file during the course of employment with us and after the termination of employment as required under the relevant laws.

Personal data pertaining to unsuccessful candidates will be retained for one year upon completion of the recruitment competition. Upon expiration of this period, we will securely destroy personal data in accordance with our data retention policy.

Will you be subject to profiling?

We may use profiling (e.g., psychometric testing) as part of our recruitment process. When this is necessary, we will take steps to ensure that your personal data will only be transmitted to qualified companies.

What are your rights as a data subject?

As a data subject, you have the following rights under data protection law:

- Right to access your personal data,
- Right to have any incorrect personal data rectified,
- Right to have your personal data erased (where appropriate),
- Right to object or restrict processing of your personal data (where appropriate),
- Right to request for transfer your data to another organisation and
- Right not to be subjected to automated decision making and profiling

If you wish to exercise any of the above rights, please contact our Data Protection Officer using the contact details below:

Email: dataprotection@iaa.ie

Postal Address: Data Protection Officer, Irish Aviation Authority, The Times Building, 11-12 D'Olier Street, Dublin 2, D02 T449, Ireland.

In addition to the above-mentioned rights, you also have the right to lodge a complaint with a supervisory authority, which in Ireland is the Data Protection Commission using the following contact details:

E-mail: info@dataprotection.ie

Telephone: +353 376 110 4800

Fax: +353 57 868 4757

Postal Address: Data Protection Commission, Canal House, Station Road, Portarlington, Co. Laois R32 AP23 or 21 Fitzwilliam Square Dublin 2, D02 RD28

Changes to the Privacy Notice

We may modify or update this privacy notice from time to time (e.g.: if the law changes). Please review this privacy notice from time to time to check whether we have made any changes to the way in which we use your personal data.