



Commission for Aviation Regulation Recruitment Privacy Notice

General Statement:

This Privacy Notice relates to the Commission for Aviation Regulation's (Commission) privacy practices in connection with our use of your personal data when carrying out a recruitment exercise. The Commission is the Controller of all personal data that is collected as part of recruitment process.

The Commission is fully committed to processing all personal data in line with data protection laws and principles. This privacy statement is provided to you in line with our obligation under the General Data Protection Regulation (GDPR) and Data Protection Act 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.

Source of Data

All personal data will be collected:

- a. Directly from job applicants,
- b. Indirectly from recruitment agencies (where applicable), and
- c. Named referees, from whom we collect details of previous employment and performance during previous employment.

Categories of Personal Information

We collect and process the following categories of personal data in relation to you:

- a. Contact details i.e., name, address, telephone number, personal email address,
- b. Job application (Curriculum Vitae, motivation letter, key achievement form, sample of writing),
- c. References/Referee details,
- d. Shortlisting and Interview Notes,
- e. Correspondence regarding application, and
- f. Psychometric and/or Aptitude test results

In case you receive an offer from us we will collect the following information from you:

- a. Bank account details,
- b. Date of birth,
- c. Address,
- d. Personal public service number,
- e. Documents evidencing right to work (including immigration status where relevant),
- f. Trade union membership (where applicable),
- g. Historical pension information and other pension information including gender, marital status, number of dependents, and postal address,
- h. Health and character declaration details, and
- i. Emergency contact details.

Purpose of Data Processing

We process your personal data to:

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

Lawful Basis for Processing

The Personal Data you provide in your application and as part of the recruitment process will only be held and processed for the purpose leading to the selection of the 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.

Automated Decision-Making

Job 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 share your personal data with external recruitment agencies for the purpose of conducting assessment tests. We will request for your consent before sharing your personal data with external recruitment agencies.

The personal data collected from successful job applicants will be shared with third parties such as our payroll provider, pension administrator, bank, Department of Transport, Department of Revenue and other competent authorities.

Data Security

We have implemented appropriate technical and organizational 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 controls and password protection. The Commission staffs and the third parties with whom the data is shared have a legal duty to keep information about you confidential and safe whether it is held in paper or electronic format.

Data Retention

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

Data Subject Rights

As a data subject you have the following rights under the GDPR:

- a. Right to access your personal data
- b. Right to have any incorrect personal data rectified
- c. Right to have your personal data erased (where appropriate)
- d. Right to object or restrict processing of your personal data
- e. Right to request for transfer your data to another organisation

f. 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: dpo@aviationreg.ie

Phone: +353 16 346 851

Postal Address: Earlsfort Centre, 6 Earlsfort Terrace, Dublin 2, D02 W773

Right to Lodge a Complaint

In addition to the rights mentioned above, 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: +35 376 110 4800

Fax: +353 57 868 4757

Postal Address: Data Protection Commission, Canal House, Station Road, Portarlinton, 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. 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 information.