



Data Protection Notice- Recruitment

Identity of Data Controller

The Data Controller for this recruitment process is Castlebridge.
We are located at Unit 7, 12 Mountjoy Square, Dublin 1, Ireland.
We can be contacted by email at dataprotection@castlebridge.ie

Categories of Personal Data Processed and Why

As part of our recruitment processes, we request and process the following data relating to you for the purposes set out here

Category	Example	Purpose
Contact Information	Name, Address, email address, telephone	<ul style="list-style-type: none">• To contact you• To identify where you are located, particularly where this relates to an eligibility requirement for an EU Commission funded role.
Eligibility Information	ESR criteria, Residency criteria, Ability to work in Ireland	<ul style="list-style-type: none">• To assess eligibility for EU Commission funded roles• To ensure compliance with our obligations re: work permits and visas for staff
Previous employment details	Previous employer, details of role, reason for leaving	<ul style="list-style-type: none">• To enable us to evaluate your skills and identify how you might meet the required criteria for a role.
Academic Qualifications	Details of your academic achievements or qualifications, including awarded grades	<ul style="list-style-type: none">• To evaluate you against required criteria for a role• To identify potential training needs
Other Qualifications	Details of professional qualifications or certifications or membership of Professional bodies	<ul style="list-style-type: none">• To evaluate you against required criteria for a role• To identify potential training needs

Disability	Details of accommodations or adjustments that may be required to accommodate a disability	<ul style="list-style-type: none"> • To ensure we meet our obligations towards equality of access to employment • To enable us to meet our obligations to ensure a safe working environment.
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We also request information about referees (contact information) for the purpose of verifying information provided to us by you if necessary. We will not contact a referee without your permission.

Categories of Recipient, Data Processors, and Data Sharing

Your information will be shared with the following categories of recipient:

Category	Purpose
University collaborators / partners <i>(Joint Controller for purposes of recruitment)</i>	To allow for academic involvement in recruitment process for ITN projects or similar.
External HR Consultancy <i>(Data Processor)</i>	To provide support in the effective and compliant operation of recruitment and selection processes

Castlebridge uses a number of Data Processors as part of our core business operations.

Data Processor	Purpose
Microsoft	Email and file management/ file sharing services, video conferencing platform for interviews
HR Team Services	External HR service provider supporting all aspects of HR and Industrial relations in Castlebridge
Blacknight	ISP and hosting service provider
IP Telecom	Telephony Service Provider

Data Retention

In standard circumstances, we keep data relating to successful applicants for the duration of their employment plus two years. Data relating to unsuccessful applicants is retained for 18 months after the appointment of a candidate.

For EU Commission funded programmes, we retain all data for three years after the conclusion of the EU-funded initiative.

Cross Border Data Transfers

Castlebridge uses EU-based service providers whenever possible, including selecting EU-based data centres for cloud services.

Where transfers outside the EU/EEA occur, these will be on the basis of

- 1) An adequacy decision from the European Commission
- 2) Standard Contractual Clauses, subject to additional appropriate safeguards
- 3) Applicable derogations under Article 49 of GDPR.

In the context of recruitment processes, transfers (other than as arising from the use of Cloud-based services which will be addressed by adequacy decisions or Standard Contractual Clauses) will be on the basis of Article 49 of GDPR on the grounds that they will be occasional and will be necessary for the performance of a contract between the data subject and the controller or the implementation of precontractual measures (specifically the selection process) taken at the data subject's request (Article 49(1)(b)).

Your Rights

You have the following rights in relation to your personal data processed as part of the recruitment process.

- 1) Right of Access
- 2) Right of Rectification
- 3) Right of Erasure, with the caveat that retention of evidence of our recruitment process for employment law purposes and for the purposes of evidencing compliance with any EU-funded grant award represent purposes for which we need to retain personal data.
- 4) Right to restrict processing
- 5) Right to object to processing.

With regard to Article 22 rights in respect of automated decision making, Castlebridge does not apply any automated profiling or decision making to our recruitment processes.

You also have the right to register a complaint with the Irish Data Protection Commission. They can be contacted via www.dataprotection.ie.