



Data Privacy Notice for Recruitment

Introduction

Affidea is an ethical healthcare service provider. "Affidea" ("we" or "us" or "our") refers to Affidea Ireland Ltd and its subsidiaries with a registered address at 156 Pembroke Road Ballsbridge Dublin 4. We encourage you to read this data privacy notice, so you understand how we will process your personal data for the purposes of recruitment process at Affidea.

Lawfully processing your personal data

We are committed to processing, protecting and respecting all personal data about you and we are required to do so by law. Our recruiters are subject to duty of confidentiality. Your personal data is stored securely on our email system and servers. We do not transfer your personal data outside the European Economic Area.

- A. Your personal data is processed under the **legitimate interests** pursued by Affidea, which is leading us to find the talents for the positions we are hiring for and process candidate's data **during the recruitment process**. By applying for a job, you acknowledge and accept that Affidea will process your personal data as per this Data Privacy Notice. The processing of your relevant personal data is necessary for us to assess whether you fit the job we are hiring for.
- B. We offer you the opportunity to give us **consent** for our further data processing activity and to retain your personal data you provided to us **for one year**. The purpose of the one-year retention is to assess your eligibility during further recruitment processes, if we do not offer you the position we first contacted you for.

If later, you wish to withdraw your consent, you are free to do that. If you withdraw your consent, we will delete your personal data, and will not be able to invite you to participate in future recruitment process(es). If you withdraw your consent, there will be no further detrimental consequences. Please note, that Affidea provides the same conditions and opportunities for you during the current recruitment process even if you do not consent for the above additional period of processing your personal data.

Sources of personal data

If you are applying to a job advertisement published by us, we obtain your *personal data from you or from other data controllers (such as professional data base providers or recruiters)*. After your application, we may obtain information about you from professional social media websites (such as LinkedIn) and other sources on Internet. We only contact your previous or current employer and colleagues, if you allow us to do so by providing contact details.

The recruitment process may be initiated by us by contacting you directly. We contact potential job applicants directly based on *publicly available information, information from professional social media platforms, (such as LinkedIn) or recommendations, referrals*.

Types of personal data we process

If you are applying to a job advertisement published by us or by a recruitment agency acting on our behalf, we process the personal data you share in your CV and during interviews (especially contact data, education, qualification and employment history), proofs of your eligibility to be hired for the job, and publicly available personal data. If we contact your previous or current employer and colleagues, we also process the personal data they share with us. You will be informed in advance if we wish to carry out any background or criminal checks.



If the recruitment process is initiated by us by contacting you directly, we only process your publicly available data, name and contact details and until you express your interest for the position we are hiring for, or the lack of it.

If you express that you are interested, your personal data is then processed as if you applied directly for a job. If you express that you are not interested, or we cannot reach you, your personal data will be immediately erased.

Purposes for processing personal data

We process personal data only for the purposes of the recruitment process. During recruitment we will process your personal data to review and assess your skills and experience. We will set up interviews, conduct the interviews, run background and or professional qualification checks, get references from your previous employers, colleagues.

Should you be successful, and we offer you a job, a new data privacy notice will be issued for the term of your employment. The new data privacy notice will contain the relevant information and lawful basis under which we process your personal data during the term of your employment.

Who we share your personal data with

We share your personal data regarding the position you applied for (covering the job and required skills and experience) with the referees you provided. In case of specific positions your career data will be shared with other members of the Affidea Group during recruitment, if it is needed for the assessment of your eligibility. We are at your disposal to provide you further information about this. Should you accept our offer for a position, we share your personal data with the competent tax and social security authorities to allow your start in your new job.

Your data protection rights

Under data protection legislation you have the following rights.

- 1) *Right to request access to your personal data.* It means that you are entitled to obtain a confirmation that your data is being processed and you have admittance to your personal data processed by us and other supplementary information.
- 2) *Right to request rectification of your data.* It means that you are entitled to have your personal data corrected, completed if it is inaccurate or incomplete.
- 3) *Right to request erasure of your data.* It means that you are entitled to have your personal data deleted in specific circumstances, if there is no for lawful reason for continuing our processing.
- 4) *Right to object to us processing your data.* It means that in some cases you have the right to challenge the processing of data Affidea carries out.
- 5) *Right to request us to restrict the processing.* It means that you may request to 'block' or suppress processing of your personal data. Your valid request is leading to that we will be permitted to store your personal data, but not further process it.
- 6) *Right to data portability.* It allows you to obtain and reuse your personal data for your own purposes across different services. You are entitled to move, copy or transfer personal data easily in a safe and secure way, without hindrance to usability.

If you wish to exercise your rights or wish to have further information about your rights above, please contact our Data Protection Officer (you can see contact details below). If you are unhappy with the way we process your data, you have a right to make a complaint to the Supervisory Authority data Protection Commissioner however, we encourage you to raise any issues with us in the first instance.



If you have any questions

Please contact the Data Protection Officer (e-mail: DPO.ie@affidea.com), postal address: 156 Pembroke Road Ballsbridge Dublin 4; telephone number: 016362300 EXTN4024 or ask our recruiter for further information if you do not understand anything or have questions.

Your optional consent

I, the undersigned, by signing this statement acknowledge that I have received the Affidea Data Privacy Notice providing explanation about how Affidea will process my personal data for the purpose of recruitment. By ticking the box below, I voluntarily authorise Affidea to process my personal data for assessing my eligibility during future recruitment processes and to retain my personal data for one year after my consent given by this statement.

I understand that if I do not agree to the following, this will not have any impact on the current job application I filed to Affidea. I also understand that I am free to withdraw my consent provided by this statement anytime, and without detrimental consequences to any job application of mine.

I consent to Affidea retaining my personal data for one year, as described in the Data Privacy Notice, for the assessment of my eligibility during future recruitment processes.

Place and date: _____
Print full name of job applicant: _____
Signature of job applicant: _____