



Privacy Policy for Candidates

Effective Date: 01/01/2024

Recruitment by Aphex ("we," "us," or "our") is committed to protecting the privacy and security of your personal data. This Privacy Policy outlines how we collect, use, store, and protect the information you provide to us, ensuring compliance with the **General Data Protection Regulation (GDPR)** and other relevant data protection laws.

1. Data Controller Information

The data controller for Recruitment by Aphex is: Elaine Moore

Recruitment by Aphex

Worklab, 24 - 26 IDA Business Park, Cork Road, Waterford, X91 DC96, Ireland

Email: elaine.moore@theaphexgroup.com

Phone: 051-576025

2. Information We Collect

We may collect the following categories of personal data:

- **Contact Information:** Name, email address, phone number, and address.
- **Professional Information:** CVs, employment history, education, certifications, and references.
- **Identification Data:** Date of birth, nationality, or other identifiers when required.
- **Communication Data:** Information contained in emails, calls, or other communications with us.

We do not collect sensitive personal data (e.g., health or biometric data) unless explicitly required and consented to.

3. How We Use Your Data

We use personal data to:

1. Provide recruitment services, including matching candidates with job opportunities.
2. Assess qualifications, experience, and suitability for specific roles.
3. Communicate with candidates, clients, and partners.
4. Fulfil legal obligations, such as compliance with employment laws and tax regulations.
5. Improve our services, including analysing anonymised data.

We will always process personal data lawfully, based on one or more of the following legal bases:

- Consent.
- Contractual necessity.
- Legal obligations.
- Legitimate interests.

4. How We Share Your Data

We may share your personal data with:

- **Clients:** For recruitment purposes, when you apply for a position with one of our clients.

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w: www.recruitmentbyaphex.com



- **Service Providers:** Trusted third-party service providers for business operations (e.g., IT, payment processors).

- **Regulatory Authorities:** If required by law or for the enforcement of legal rights. We will never sell or lease your personal data to third parties.

5. Data Retention

We retain your personal data only as long as necessary for the purposes outlined in this policy or as required by law. For candidates, data may be safely retained indefinitely unless you request its deletion.

6. Your Rights

You have the following rights regarding your personal data:

- **Access:** Request access to the personal data we hold about you.
- **Rectification:** Request correction of inaccurate or incomplete data.
- **Erasure:** Request deletion of your personal data (the "right to be forgotten").
- **Restriction:** Request limitation of how we process your data.
- **Portability:** Request transfer of your data to another organisation.
- **Objection:** Object to the processing of your data based on legitimate interests.
- **Withdraw Consent:** Withdraw consent at any time, where consent is the basis for processing.

7. Data Security

We take appropriate technical and organisational measures to protect your personal data against unauthorised access, loss, or misuse. Measures include:

- Encryption of sensitive data.
- Regular data protection training for employees.
- Secure servers and restricted access.

8. Changes to This Policy

We reserve the right to update this Privacy Policy at any time. Any changes will be posted on our website with the updated effective date.

9. Contact Us

For questions or concerns regarding this Privacy Policy, please contact us at:

Recruitment by Aphex

Email: elaine.moore@theaphexgroup.com

Phone: 051-576025

If you believe we have not adequately addressed your concerns, you have the right to file a complaint with the **Data Protection Commission** in Ireland:

<https://www.dataprotection.ie>

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