



## Privacy Policy for Clients and Companies

**Effective Date:** 01/01/2024

Recruitment by Aphex ("we," "us," or "our") is committed to protecting the privacy and confidentiality of the data we collect and process in connection with our services. This Privacy Policy explains how we handle the personal data of our clients and companies we work with, in compliance with the **General Data Protection Regulation (GDPR)** and other applicable 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](mailto:elaine.moore@theaphexgroup.com)

Phone: 051-576025

### 2. Information We Collect

We may collect the following categories of personal and business-related data:

**For Individual Contacts at Client Companies:**

- **Contact Details:** Name, email address, phone number, job title, and employer name.
- **Communication Records:** Emails, calls, meeting notes, and correspondence.
- **Payment Information:** Bank account details or billing information for invoicing and payments.

**For Companies:**

- **Business Information:** Company name, address, registration number, tax identification number, and details about the company's services and requirements.
- **Recruitment Requirements:** Job descriptions, candidate criteria, and other recruitment-related specifications.

### 3. How We Use Your Data

We use personal and business-related data to:

1. Provide recruitment services tailored to your company's needs.
2. Communicate with you regarding job openings, candidate proposals, and service updates.
3. Manage contracts, invoicing, and payments.
4. Ensure compliance with legal and regulatory requirements.
5. Improve our services and analyse market trends (on an anonymised basis).

We process data based on the following legal grounds:

- Performance of a contract.
- Legal obligations.
- Legitimate business interests.

**t:** +353 51 576 025

**e:** [info@theaphexgroup.com](mailto:info@theaphexgroup.com)

**w:** [www.recruitmentbyaphex.com](http://www.recruitmentbyaphex.com)



#### 4. How We Share Your Data

We may share your information with:

- **Candidates:** Limited details of your company and job requirements to assess interest and suitability.
  - **Service Providers:** Trusted third parties that support our operations, such as IT providers or payment processors.
  - **Regulatory Authorities:** As required to comply with legal obligations or in response to lawful requests.
- We ensure that any third parties with whom we share data are GDPR-compliant and uphold equivalent data protection standards.

#### 5. Data Retention

We retain your data for as long as necessary to fulfil the purposes outlined in this Privacy Policy, including to comply with legal, accounting, or reporting requirements. Typically, client data is retained for **7 years** after our last interaction or contract termination, unless a longer retention period is required by law.

#### 6. Your Rights

As an individual representative of a client or company, 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 information.
- **Erasure:** Request deletion of your data (subject to legal and contractual constraints).
- **Restriction:** Request limitation of data processing in certain circumstances.
- **Objection:** Object to the processing of your data for specific purposes.
- **Data Portability:** Request transfer of your personal data to another service provider.

#### 7. Data Security

We implement robust technical and organisational measures to protect your data, including:

- Encryption and secure storage of sensitive data.
- Access controls to limit data access to authorised personnel only.
- Regular audits and data protection training for our staff.

#### 8. Changes to This Policy

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

#### 9. Contact Us

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

##### Recruitment by Aphex

Email: [elaine.moore@theaphexgroup.com](mailto:elaine.moore@theaphexgroup.com)

Phone: 051-576025

If you believe your data protection rights have been violated, you have the right to lodge a complaint with the **Data Protection Commission** in Ireland: <https://www.dataprotection.ie>

t: +353 51 576 025

e: [info@theaphexgroup.com](mailto:info@theaphexgroup.com)

w: [www.recruitmentbyaphex.com](http://www.recruitmentbyaphex.com)