

PRIVACY POLICY

This policy sets out how Part M Aviation Ireland uses and protects any information that you give Part M Aviation Ireland when you use our services.

Part M Aviation Ireland is committed to ensuring that your privacy is protected. Should we ask you to provide information by which you can be identified when using our services then you can be assured that it will only be used in accordance with this privacy statement.

We review this Privacy Policy regularly and reserve the right to make changes at any time to take account of changes in our business, legal requirements and the manner in which we process Personal Data. We may review this policy on an annual basis which will be communicated via our website. This is effective from 25th May 2018.

HOW THE LAW PROTECTS YOU

Data protection laws say that we are allowed to use personal information only if we have a valid reason to do so. This includes sharing it outside of Part M Aviation Ireland. The law says we must have one or more of the following reasons:

- To fulfil a contract we have with you
- When it is our legal duty
- When it is in our legitimate interest
- When you consent to it

WHAT KIND OF PERSONAL DATA DO WE COLLECT?

APPLICANTS

To provide the best possible employment opportunities that are tailored to you, we need to process certain information about you. This information enables us to fulfil our duties to you and ensures that we maintain a high calibre relationship as we help you. The list of information we may gather is below:

- Name
- Contact details
- Education details
- Employment history
- Referee details
- Immigration status (whether you need a work permit)
- Nationality/citizenship/place of birth
- A copy of your qualifications required for specific jobs, driving licence and/or passport/identity card
- Details about your current remuneration, pensions and benefits arrangements
- Additional information that you choose to tell us
- Additional information that your referees chose to tell us about you

Please note that the above list of categories of personal data we may collect is not exhaustive.

REFEREES

We collect contact information for referees which candidates and staff provide to us. The information we collect from referees is:

- Contact details - names, telephone numbers and email addresses;
- Information about their knowledge of a candidate or prospective member of staff, to help them secure the role they are being considered for.

CLIENT DATA

If you are a customer, we need to collect and use information about you or the individuals at your organisation, while providing you services.

The data we collect about clients includes the following:

- Contact details of individuals within your company;
- Information that someone in your organisation has chosen to share with us.
- When necessary, bank details.

SUPPLIER DATA

We need contact details of relevant individuals at your organisation to ensure our relationship runs smoothly. We'll collect contact details such as:

- Contact details – names, telephone numbers and email addresses;
- Bank details – to pay for the services you provide.

WHAT WE DO WITH INFORMATION WE GATHER

We require this information to provide a better service and in particular the following reasons:

- Internal record keeping
- We may use the information to improve our services
- We may send newsletters and information on our services using the email address which you have provided and if you have given us consent to do so.

HOW DO WE COLLECT YOUR PERSONAL DATA?

There are two main ways in which we collect your personal data:

1. Directly from you; and
2. From recruitment agencies and referees in relation to employment campaigns.

EMERGENCY CONTACT DETAILS

We collect your contact details only where a member of our staff puts you down as their emergency contact.

SECURITY

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

CONTROLLING YOUR PERSONAL INFORMATION

In accordance with our obligations under Data Protection Laws you have a right to be given a copy of all personal data that we hold about you. You also have the right to have your data corrected, if inaccurate, or erased, if Part M Aviation Ireland does not have a legitimate reason for retaining the data. Any such data access requests should be submitted by:

Phone: (+353) (0)61 707007

Email: gdpr@partmaviation.com

Post: GDPR, Part M Aviation Ireland
4300 Atlantic Avenue
Westpark Business Campus
Shannon
Co. Clare
V14 HC78

Local Supervisory Authority

Phone: (+353) 57 8684800 or (+353) (0)761 104 80 or 1890 252 231 (Local)

Email: info@dataprotection.ie

Post: The Office of the Data Protection Commissioner
21 Fitzwilliam Square
Dublin 2
D02 RD28