

Recruitment Privacy Notice

We know your personal information is important to you and Acorn Life DAC is committed to protecting and respecting your privacy.

Please read this Privacy Statement to understand:

- How and why we use your personal data
- Your data privacy rights.

If you give us personal information about someone else e.g. Referees, please ensure you have their permission and make them aware of this Privacy Statement. For further information contact our Data Protection Officer at:

- In writing to Acorn Life DAC, St. Augustine Street, Galway, H91 PN80
- By telephone - 091 535700
- By email - dataprotection@acornlife.ie

Who we are/the data controller

Acorn Life DAC¹, part of Acorn Life Group², is a 100% Irish owned life assurance company providing insurance, savings, investment and pension products to the Irish public.

The personal data we process

We use personal data to carry out activities relating to our selection and recruitment process. For successful candidates we also process personal data for onboarding and to initiate the employment contract. This includes using your personal data in the following manner:

- To assess your suitability as a candidate,
- To communicate with you about your application,
- Conduct interviews and personal profile analysis,
- Pre-employment screening,
- Right to residency checks; and
- Preparation of a contract and other internal procedures for successful candidates.

Pre-employment Screening

As an insurance undertaking we are regulated by the Central Bank of Ireland. Under the 'Fitness and Probity Standards' we are obliged to undertake pre-employment screening activities to ensure that employees in certain roles meet these standards. Your details will be transferred to a third party who undertake these checks on our behalf. You will be expected to read and agree to abide by these standards and complete an individual questionnaire which provides us with information to allow us to assess fitness and probity. As part of this we undertake the following checks:

- Proof of your identity and current residence,
- Educational and professional qualifications/memberships,

¹ <https://www.acornlife.ie/>

² <https://www.acornlife.ie/company-information.html>

- Employment history,
- Judgement debt checks against publicly available sources; and
- Criminal background checks.

Legal basis for processing your data:

- To meet legal obligations e.g.:
 - Revenue purposes,
 - Central Bank of Ireland,
 - Employment and health and safety laws.
- In our legitimate interest e.g.:
 - Assessing suitability for employment,
 - Performing administrative functions,
 - Ensuring that we have an effective recruitment process; and
 - To enter into an employment contract with successful candidates.

How we collect this data

Most of the personal data we collect comes directly from you e.g. during recruitment or from your referees. You are responsible to make sure you have your referee's permission to share their personal data and to make them aware of this Privacy Notice, as it applies to them.

We also collect your personal data via third parties e.g.:

- Job site providers, recruitment agencies,
- Professional networking,
- Social media sites e.g. LinkedIn,
- Service providers who carry out background checks on our behalf; and
- from publicly available information (e.g. judgement searches and the CRO database).

What happens if you don't provide your personal data?

If you choose not to provide us with your personal data it may mean we are not able to offer you a contract.

We will tell you when we ask for information which is not a contractual requirement or is not needed to comply with our legal obligations.

Who we share it with

We share your information with:

- Regulatory bodies;
- Third parties who carry out pre-employment screening checks on our behalf
- Service providers e.g. IT, online personal profile analysis
- Recruitment agencies which you are being represented by

These data transfers are mainly within Ireland but may go to other countries within the European Economic Area (EEA). Sometimes these recipients might transfer data outside of the EU/EEA. If they

do, we will always take steps to ensure appropriate safeguards are in place e.g. contracts to protect your privacy.

How long we keep it for

We only keep your information for as long as there is a business reason, or regulations say we must. The length will vary depending on the type of data we hold and the type of employment.

CVs

Sometimes when we receive a CV for which we do not have an immediate position available but think the person may be suitable for one in the future, we may keep it on file for future use.

In these cases, we keep the CV on file for 12 months. If you do not want us to keep your CV on file, then contact us by emailing dataprotection@acornlife.ie.

Your rights

- At any time being able to:
 - Asking for a copy of your personal data
 - Correct and update mistakes/incomplete personal data
 - Raise a complaint with the Data Protection Commission
- In certain circumstances, being able to:
 - Delete your personal data
 - Restrict use or object to us processing your data
 - Take your personal data to another provider
 - A right not to be subject to solely automated decisions

Where you have consented to the use of your data, you have the right to withdraw this consent at any time.

Contacting us

If you have any further questions or you wish to exercise your rights, contact our Data Protection Officer using one of the following:

- In writing to Acorn Life DAC, St. Augustine Street, Galway, H91 PN80
- By telephone - 091 535700
- By email - dataprotection@acornlife.ie

What happens if you have a complaint

We would like it if you contacted us first to see if we can resolve the issue. But, if you have an issue with how we are processing your personal data, you have the right to raise this with the Data Protection Commission at any time (Tel: 057 8684800 or <https://www.dataprotection.ie>).