

HR Recruitment Privacy Statement



+ What is a Privacy Statement?

A 'privacy notice' lets you know what happens to any personal data that you may give us or that we may collect from you or about you. This notice is issued by Centric Health as a primary care healthcare provider. This privacy statement is written for the purpose of recruitment within Centric Health and Centric Health Groups.

+ Who are we and what do we do?

Centric Health is a high-quality Primary Care group with a growing network of family GP practices and patients across Ireland. The company was founded in 2004 by two doctors, Dr Maurice Cox (CEO) and Dr Ray Power (Medical Director). Centric Health was established with the goal to provide healthcare in a community setting, centred on the needs of our patients. We are constantly evolving and striving to ensure that we provide world-class care for more than 300,000 patients across Ireland. We are proud to say that we now have over 400 clinical staff working to support our patient's needs across our practices.

+ Who controls the use of your personal data?

Centric Health, whose registered address is Centric Health, Floor 7, RSA House, Dundrum Town Centre, Sandyford Road, Dundrum, Dublin 16, D16 FC92 is the company that controls and is responsible for personal data that is collected in relation to your healthcare. If you have any queries in relation to the processing of your personal data, we have appointed a data protection officer that you can contact as follows: by post at Data Protection Officer, Floor 7, RSA House, Dundrum Town Centre, Sandyford Road, Dundrum, Dublin 16, D16 FC92 or by email at DPO@centrichealth.ie

This privacy statement outlines how we collect, use, and protect your personal information during the recruitment process.

What information do we collect?

During the recruitment process, we may collect the following personal information about you:

- Your name, address, and contact details (e.g., email address, phone number)
- Your date of birth and nationality
- Your education and work experience
- Your CV, cover letter, and other application documents
- Any information you provide during the interview process
- Any additional information required by law or relevant to the recruitment process

How we use your information

We will use your personal information for the following purposes:

- To process your job application and assess your suitability for the position

- To communicate with you about your job application and the recruitment process
- To carry out background checks (e.g., reference checks, criminal record checks) where necessary
- To comply with legal and regulatory requirements
- To improve our recruitment process

How and why, we may need to share your information

We may share your personal information with the following third parties:

- Our HR staff and managers involved in the recruitment process
- Third-party service providers who assist us with the recruitment process (e.g., background check providers)
- Legal and regulatory authorities where required by law

We will not share your personal information with any other third parties without your consent, unless required by law.

How we protect your information

We take appropriate technical and organizational measures to protect your personal information against unauthorized or unlawful processing, accidental loss, destruction, or damage. These measures include:

- Limiting access to your personal information to authorized personnel
- Ensuring that our IT systems are secure and up-to-date
- Using encryption and other security measures to protect your data during transmission
- Implementing appropriate retention policies to ensure that your personal information is not retained for longer than necessary

Your rights

Under GDPR, you have the following rights in relation to your personal information:

- The right to access your personal information
- The right to rectify inaccurate or incomplete personal information
- The right to object to the processing of your personal information
- The right to the erasure of your personal information
- The right to restrict the processing of your personal information
- The right to data portability

If you wish to exercise any of these rights, please contact us using the contact details below.

+Data protection Officer

If you have any questions or concerns about our use of your personal information, or if you wish to exercise your rights under GDPR, please contact our Data Protection Officer:

Email: DPO@centrichealth.ie

Phone: 01 299 3500

Letter: Greta Cronin, Centric Health , Floor 7, RSA House, Dundrum Town Centre, Sandyford Road, Dundrum,

Dublin 16, D16 FC92

Changes to this privacy statement

We may update this privacy statement from time to time to reflect changes in our practices or applicable laws and regulations. We encourage you to review this statement periodically for any updates.

Thank you for taking the time to read our privacy statement. We are committed to protecting your privacy and ensuring that your personal information is processed in a fair and transparent manner.