

Careers Data Protection Notice

Allied Irish Banks, p.l.c.



Effective 30th August 2021

We respect your trust in us to use, store, and share your information. In this notice, we explain how we collect personal information about you, how we use it and how you can interact with us about it.

We try to keep this notice as simple as possible but if you are unfamiliar with our terms or want more detail on any of the information here, please see www.aib.ie/dataprotection. You can also ask for more details by contacting our Talent Acquisition Team at careers@aib.ie.

Who we are

When we talk about "AIB", or "us" or "we" in this notice, we are talking about Allied Irish Banks, p.l.c. and its subsidiaries, affiliates and their respective parent and subsidiary companies (including AIB, EBS, Haven and AIB UK).

AIB is the controller of personal data for the purposes of data protection legislation.

1. Data Protection Officer

Our Data Protection Officer oversees how we collect, use, share and protect your information to ensure your rights are fulfilled. You can contact our Data Protection Officer at DPO@aib.ie or by writing to them at: Data Protection Officer, 10 Molesworth Street, Dublin 2. For our Data Protection Officer in the UK you can contact UKDPO@aib.ie or write to Data Protection Officer, AIB Group (UK) p.l.c., 92 Ann Street, Belfast, BT1 3HH.

2. How we collect information about you

We collect, hold and process your personal information for management and administrative purposes connected with the application process during recruitment. After the recruitment process ends, with your consent we may hold onto your data to use your application for future roles. You have the right to withdraw your consent at any time.

We will collect personal information from you when you apply for a job. The type of personal information we hold about you includes details of your application, your CV, your contact details, and correspondence with you.

3. How we use your information

We use information about you for the purpose of processing your application as part of the recruitment process.

Your personal information may be processed within our HR portal/ systems

and applications. As part of the recruitment process, we may record telephone conversations between you and the hiring managers. We will always inform you when we make such recordings.

We may analyse the information that we collect at a high level through dashboards to monitor our recruitment process. We may share high level data for the purposes of performance benchmarking or as part of presentations to companies outside AIB Group. When we make these reports, the personal information relating to applicants is grouped and any names or identifying characteristics are removed. This means we do not share information in these reports that can identify you, for example your name, date of birth, etc.

4. Your information and third parties

To process your information lawfully, we rely on different legal bases, such as steps taken prior to entering into a contract with you or our legitimate interests. These legitimate interests include processing your anonymised and aggregated data for MI reporting purposes.

We sometimes use third parties to process information on our behalf. These third parties are expected to have the same levels of information protection that we have. Our Recruitment Partners in this process will also have access to this data.

5. International transfers of data

We may transfer your personal information outside of the European Economic Area (EEA), for example, if a role exists outside of the EEA. We expect the same standard of data protection is applied outside of the EEA to these transfers and the use of the information, to ensure your rights are protected.

6. How long we keep your information The data related to your job application will be anonymised after 550 days of inactivity.

7. Your personal information rights

You can exercise your rights by contacting our Talent Acquisition Team at careers@aib.ie. They can help you with:

Accessing your personal information: You can ask us for a copy of any personal information we hold on you in relation to your recruitment application and further details about how we collect, share and use your personal information by making a data subject access request.

Right of rectification/erasure. You may ask us to delete or update your application information.

Restriction and objection: You may have the right to restrict or object to us processing your information.

Moving your information (Right to Portability). You can ask us for a copy of personal information which you provided to AIB.

Whenever you contact us to ask about your information, we may ask you to identify yourself. This is to help protect your information.

This notice applies to you in your capacity as an applicant for a role in AIB. If you become an AIB employee the Employee data protection notice shall apply to you.

If we ever contact you for an alternative role or to get your feedback on ways to improve our recruitment process you have the choice to opt out.

8. Making a complaint

If you have a complaint about the use of your personal information, please let the Talent Acquisition team know giving them the opportunity to put things right as quickly as possible. If you wish to make a complaint you may do by telephone, in writing and by email.

You can also contact our Data Protection Officers in ROI and UK.

Please be assured that all complaints received will be fully investigated. We ask that you supply as much information as possible to help our staff resolve your complaint quickly. You can also contact the Data Protection Commission in Ireland at www.dataprotection.ie or the UK Information Commissioner's Office at www.ico.org.uk

9. Why we collect your information

The required information on the application form needs to be provided so we can process your application for a role.

To comply with our regulatory, contractual and legal requirements, we will keep the application you submitted for 550 days.

You may ask us to delete or update your application information.

10. Automated decision processes

We do not use automated processing in our recruitment process.

This notice was updated as of 5 November 2024.