Supplementary Privacy Notice for Recruitment and Applicants

Effective 1st October 2026

Relationship with the IOB Data Protection Notice

This Supplementary Privacy Notice for Recruitment and Applicants supplements the IOB Data Protection Notice and should be read together with it.

The IOB Master Data Protection Notice (at https://iob.ie/data-protection) contains general information about how IOB processes personal data, including categories and sources of personal data, recipients, international transfers, retention, security, data subject rights and how to contact the Data Protection Officer.

This Notice provides additional information relating specifically to recruitment, applicant assessment, pre-employment screening, appointment and onboarding activities.

What information do we collect and process about you?

As an applicant for a position with IOB, your personal data will be processed to administer your application, verify the information provided, assess your suitability for the role and communicate a recruitment decision to you.

Applicant personal data will generally comprise Identity Data, Contact Data, Employment and Professional Data, Interaction Data and, where applicable, Special Category Personal Data, as further described in the IOB Data Protection Notice.

The types of personal data we process may include:

- Title, name, address, telephone number and email address.
- Education and employment history, qualifications, professional body memberships and courses, academic achievements, research and publication lists, referees, notice period and other information you choose to provide.
- Shortlisting and interview notes, psychometric or other assessment responses, results, scores and reports, and notes relating to other assessment methods.
- Information relating to an employment permit.
- References.
- Equal opportunities monitoring information.
- CCTV footage captured when you visit IOB premises.

Where do we collect information about you?

In addition to information provided directly by you, IOB may obtain personal data from:

- Referees and previous employers.
- Recruitment agencies.
- Professional accreditation bodies.
- Educational institutions.
- Occupational health providers.
- The Garda National Vetting Bureau and background screening providers, where applicable.
- Psychometric testing and other recruitment assessment providers.
- IOB recruitment systems and recruitment activities.
- Publicly available sources, where permitted by law.

Special Category Personal Data

IOB may process limited special category personal data during recruitment where necessary to:

- Assess reasonable accommodation requirements.
- Comply with employment and equality legislation.
- Assess fitness for work where permitted by law.
- Support accessibility requirements during the recruitment process.

This may include information relating to health conditions, disabilities or accessibility requirements where necessary for recruitment and appointment purposes.

Special category personal data will be processed only where an appropriate lawful basis and Article 9 GDPR condition applies.

Criminal Convictions and Vetting Information

For certain roles, IOB may undertake Garda vetting or other background screening where permitted by law and relevant to the role.

This information will be processed only where authorised by applicable legislation and subject to appropriate safeguards, access controls and retention arrangements.

Recruitment Technologies

Personal data may be processed using recruitment systems, applicant tracking tools, human resources systems, recruitment portals, video interviewing platforms, communications platforms and cloud hosting services used by IOB and its authorised service providers.

Recruitment technologies may include recruitment platforms, applicant tracking systems, video interview services, online assessment tools, communication systems and onboarding technologies.

Use of Artificial Intelligence in Recruitment

IOB may use artificial intelligence or other automated tools to assist with the administration and initial assessment of applications. These tools may be used to extract information from CVs, compare an applicant's qualifications, experience and skills with the stated requirements of a role, identify potentially suitable applicants, or support the organisation and prioritisation of applications for human review.

Where such tools are used, their outputs will form part of the information considered during the recruitment process. Recruitment decisions will not be based solely on automated processing where the decision would produce legal effects or similarly significantly affect an applicant, unless such processing is permitted by applicable data protection law and appropriate safeguards have been implemented.

IOB will provide additional information where a recruitment process involves solely automated decision-making or profiling that has legal or similarly significant effects, including information about the relevant safeguards and how an applicant may request human intervention or challenge the decision.

Psychometric Testing and Other Assessments

As part of the recruitment process, you may be invited to complete psychometric, aptitude, competency, personality or other role-related assessments. These assessments may be administered and evaluated by an external assessment provider acting on behalf of IOB.

The provider may process your identity and contact details, assessment responses, test results, scores and associated reports. The resulting information may be shared with IOB Human Resources and the relevant hiring manager or interview panel and used, together with other recruitment information, to assess your suitability for the role.

IOB will provide further information about the assessment and the relevant provider where such an assessment forms part of the recruitment process.

How do we collect information about you?

As well as collecting information directly from you, we may receive or obtain information relating to you from third parties, such as previous employers and assessment providers.

Where references are obtained from persons nominated by you, those references will be used solely for recruitment and selection purposes.

We may also collect information through our websites, social media, CCTV, online interviews and visits to our premises. If a telephone conversation is recorded, we will let you know.

Our websites use cookies. Further information about the use of cookies is available through the relevant website cookie notice.

When you seek to access a system or platform operated by or on behalf of IOB, we may verify your identity. This may involve sending and receiving information about you to and from relevant third parties.

We may collect digital information relating to your use of our websites, platforms and applications, including traffic, location and communications data, device type, operating system and other technical information.

How do we keep your information safe?

We use appropriate technical and organisational measures to protect personal data against unauthorised or unlawful processing and against accidental loss, destruction or damage. Access is restricted to Human Resources, relevant hiring personnel and other authorised persons who require the information for the recruitment process.

How long do we keep your information?

Recruitment records relating to unsuccessful applicants will normally be retained for one year following completion of the recruitment process, unless a longer retention period is required by law or consent has been obtained for a specific purpose.

Where an applicant is appointed, personal data collected during recruitment may become part of the employee record and will thereafter be processed in accordance with IOB's Employee Data Protection Notice and Records Retention Schedule.

Certain recruitment and appointment records may be retained for longer where required for legal, regulatory, audit, equality, employment law or records management purposes.

Lawful Bases for Processing

Depending on the circumstances, IOB relies on one or more of the following lawful bases:

- Processing is necessary to take steps at your request before potentially entering into an employment contract.
- Processing is necessary to comply with a legal obligation.
- Processing is necessary for IOB's legitimate interests in managing recruitment, assessing candidates, protecting its systems and establishing, exercising or defending legal claims.
- You have given consent, where consent is appropriate and you have a genuine choice.

Where special category personal data or criminal conviction data are processed, IOB will also identify an applicable condition under Articles 9 or 10 GDPR and any relevant Irish legislation.

Consent

Where IOB relies on your consent, we will explain what information is being collected, the purpose for which it will be used and your right to withdraw consent at any time. Withdrawal will not affect the lawfulness of processing carried out before consent was withdrawn. IOB will not rely on consent where another lawful basis or applicable Article 9 GDPR condition is more appropriate.

How do we use your information?

We may use information about you to:

- Screen your application against the requirements of the role through Human Resources and the hiring manager.
- Consider your overall application and administer the recruitment process.
- Use recruitment technologies, including artificial intelligence or automated tools where applicable, to assist with administration, screening and assessment, subject to appropriate human oversight.
- Administer psychometric or other role-related assessments.
- Verify information provided and obtain references or screening information where appropriate.
- Prevent unauthorised access to information and secure and maintain our systems, platforms and applications.
- Meet legal and regulatory obligations.
- Establish, exercise or defend legal claims.

Your Information and Third Parties

Information from your application will normally be shared only with persons involved in the recruitment and selection process, including Human Resources, the relevant hiring manager and other authorised IOB personnel.

For certain roles, particularly senior or specialist appointments, IOB may appoint external industry experts or other suitably qualified individuals to an interview or selection panel. In those circumstances, relevant application information, which may include your CV, application form and assessment information, may be shared with panel members where necessary for them to evaluate your application and participate in the recruitment decision.

External panel members will be required to use applicant information only for the relevant recruitment process, maintain its confidentiality, apply appropriate security measures and securely delete or return the information when it is no longer required.

We may also share information, where necessary, with:

- Service providers acting on behalf of IOB.
- Psychometric testing and other recruitment assessment providers.
- ICT, cloud hosting and information security providers.
- Recruitment platform providers.
- External interview or selection panel members, including industry experts, where appropriate to the role.
- Occupational health providers.
- The Garda National Vetting Bureau or other authorised screening providers, where applicable.
- Referees and previous employers.
- Legal advisers, auditors and other professional advisers.
- Public authorities, regulators, law enforcement agencies or other persons where disclosure is required or permitted by law.

If you are appointed and enter into a contract of employment with IOB, relevant information collected during recruitment will be processed in accordance with IOB's Employee Data Protection Notice.

International Transfers

Further information about international transfers is contained in the IOB Data Protection Notice. Certain recruitment, applicant tracking, onboarding, assessment and human resources technology providers may process personal data outside the European Economic Area. Where this occurs, IOB will ensure that appropriate safeguards are implemented in accordance with applicable data protection legislation.

Your Data Protection Rights

Your data protection rights, including information about how to exercise those rights and how to contact the Data Protection Officer, are described in the IOB Data Protection Notice.

If you wish to make a complaint regarding IOB's processing of your personal data, please contact dataprotection@iob.ie. Complaints received will be investigated, and you should provide sufficient information to help us address the matter.

You may also lodge a complaint with the Data Protection Commission.

Updates to this Notice

We keep this Notice under regular review and may update it when our recruitment activities, technologies, service providers or legal obligations change.