

## **Data protection compliance statement – Earl Shilton Building Society**

This document demonstrates our commitment to protecting the privacy and security of your personal information. It contains information regarding how we collect and use personal data or personal information about you in accordance with the General Data Protection Regulation (GDPR) and all other data protection legislation currently in force.

Pursuant to that legislation, when processing data we will;

- Process it fairly, lawfully and in a clear, transparent way;
- Collect your data only for valid purposes of the recruitment exercise;
- Only use it in the way that we have told you about;
- Ensure it is accurate and kept up to date;
- Keep your data for only as long as we need it; and
- Process it in a way that ensures it will not be lost or destroyed or used for anything that you are not aware of or have consented to (as appropriate).

Earl Shilton Building Society (The Society) is a “data controller”. This means that we are responsible for determining the purpose and means of processing personal data relating to you.

“Personal data”, or “personal information”, means any information relating to an identified or identifiable individual in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

There are “special categories” of sensitive personal data, meaning data relating to racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, physical or mental health conditions, sex life or sexual orientation, genetic data, and biometric data which require a higher level of protection.

This data protection compliance statement (privacy notice) is being provided to to you because you are applying for work with us (whether as an employee, worker or contractor).

## **DETAILS OF INFORMATION WE WILL HOLD ABOUT YOU**

The list below identifies the kind of data that we will hold about you:

- The information you have provided to us in your curriculum vitae and covering letter, including references, education history and employment history;
- The information you have provided on our application form, including personal contact details such as name, title, gender, marital status, addresses, telephone numbers, date of birth and personal email addresses;
- Any information you provide to us as part of the recruitment and referencing process; and
- Documentation relating to your right to work in the UK.

The following list identifies the kind of data that that we will process and which falls within the scope of “special categories” of more sensitive personal information:

- Information about your health, including any medical conditions and disabilities;
- Information about criminal convictions and offences.

## **METHOD OF COLLECTION OF PERSONAL INFORMATION**

We collect personal information about candidates from the following sources;

- You, the candidate;
- Recruitment agencies, from which we collect information relevant to the recruitment process;
- Credit reference agency, for the credit history and financial information;
- Any named referees from whom we collect information for employment verification purposes or as a regulatory requirement; and
- Third party providers who provide a Disclosure and Barring Service (DBS) in respect of any criminal convictions.

If your application is successful, further information will be collected directly from you when you complete forms at the start of your employment, for example, your bank and next of kin details. Other details may be collected directly from you in the form of official documentation such as your driving licence, passport or other right to work evidence.

Data will be collected during the course of your engagement with us to enable its continued existence or development.

Personal data is kept in personnel files or within our HR and IT systems.

## PROCESSING INFORMATION ABOUT YOU

We will only administer personal information in accordance with the lawful bases for processing. At least one of the following will apply when we process personal data:

- **Consent:** You have given clear consent for us to process your personal data for a specific purpose.
- **Contract:** The processing is necessary to decide whether to enter into a contract of employment with you.
- **Legal obligation:** The processing is necessary for us to comply with the law (not including contractual obligations).
- **Vital interests:** the processing is necessary to protect someone's life.
- **Public task:** the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.
- **Legitimate interests:** the processing is necessary for our legitimate interests or the legitimate interests of a third party unless there is a good reason to protect your personal data which overrides those legitimate interests.

## LAWFUL BASIS FOR PROCESSING YOUR PERSONAL INFORMATION

We consider that the basis for which we will process the data contained in the list above (see section – **details of information we hold about you**) is to enable us to consider whether we may wish to/prepare for entering into a contract or agreement with you and to enable us to comply with our legal obligations.

The circumstances in which we will process your personal information are listed below:

- To assess your skills, qualifications and suitability for the role;
- To communicate with you about the recruitment process;
- To comply with legal or regulatory requirements;
- Making decisions about terms and conditions, salary and other benefits;
- To prevent fraud;
- To assess your training and development requirements;
- To check you are legally entitled to work in the UK; and
- To comply with Health & Safety Regulations.

## HOW WE USE SENSITIVE PERSONAL INFORMATION

We may use information about your disability status to determine whether we need to provide any reasonable adjustments during the recruitment process, in order to protect your health and safety within the workplace.

## INFORMATION ABOUT CRIMINAL CONVICTIONS

We will process information about your criminal convictions history if we offer you the

role (conditional on other checks and references being satisfactory). Where we process information regarding criminal convictions we will adhere to the guidelines currently in force regarding data security and data retention as determined by the appropriate governing body.

## **AUTOMATED DECISION-MAKING**

We do not anticipate that any of our decisions will occur without human involvement. Should we use any form of automated decision making we will advise you of any change in writing.

## **SHARING DATA**

We will limit access to your personal information to those employees who have a business need-to-know and other third parties for processing your Credit Search (Credit Referencing Agency) and DBS check.

If data is shared, we expect third parties to adhere and comply with the GDPR and protect any data of yours that they process. We do not permit any third parties to process personal data for their own reasons. Where they process your data it is for a specific purpose according to our instructions.

We do not anticipate that we will transfer data to other countries.

## **DATA SECURITY**

As part of our commitment to protecting the security of any data we process, we have put in place appropriate security measures to prevent data from being accessed, damaged, interfered with, lost, damaged, stolen or compromised. In cases of a breach, or suspected breach, of data security you will be informed, as will any appropriate regulator, in accordance with our legal obligations.

## **DATA RETENTION**

We anticipate that we will retain your data for as long as we need it but for no longer than is necessary for the purpose for which it was collected.

We have given consideration to the following in order to decide the appropriate retention period:

- quantity
- nature
- sensitivity
- risk of harm
- purpose for processing
- legal obligations

At the end of the retention period, it will be deleted in accordance with our data retention policy.

## **YOUR RIGHTS IN RELATION TO YOUR DATA**

We commit to ensure that any data we process is correct and up to date. It is your obligation to make us aware of any changes to your personal information.

In some situations, you may have the;

- **Right to be informed.** This means that we must tell you how we use your data, and this is the purpose of this privacy notice.
- **Right to request access.** You have the right to access the data that we hold on you. To do so, you should make a subject access request.
- **Right to request correction.** If any data that we hold about you is incomplete or inaccurate, you are able to require us to correct it.
- **Right to request erasure.** If you would like us to stop processing your data, you have the right to ask us to delete it from our systems where you believe there is no reason for us to continue processing it.
- **Right to object to the inclusion of any information.** In situations where we are relying on a legitimate interest (or those of a third party) you have the right to object to the way we use your data where we are using it.
- **Right to request the restriction of processing.** You have the right to ask us to stop the processing of data of your personal information. We will stop processing the data (whilst still holding it) until we have ensured that the data is correct.
- **Right to portability.** You may transfer the data that we hold on you for your own purposes.
- **Right to request the transfer.** You have the right to request the transfer of your personal information to another party.

Where you have provided consent to our use of your data, you also have the unrestricted right to withdraw that consent at any time. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use. There will be no consequences for withdrawing your consent. However, in some cases, we may continue to use the data where so permitted by having a legitimate reason for doing so.

If you wish to exercise any of the rights explained above, please contact the Data Protection Officer (address below).

### **Consequences of your failure to provide personal information**

If you neglect to provide certain information when requested, it may affect our ability to enter into or continue with an employment contract with you, and it may prevent us from complying with our legal obligations.

### **Change of purpose for processing data**

We commit to only process your personal information for the purposes for which it was collected, except where we reasonably consider that the reason for processing changes to another reason and that reason is consistent with the original basis for processing. Should we need to process personal information for another reason, we will inform you of this and advise you of the lawful basis upon which we will process.

Important note: We may process your personal information without your knowledge or consent, in compliance with the above rules (see above section - **lawful basis for processing your personal information**).

In the event that you enter into an employment contract with us, any information already collected may be processed further in accordance with our data protection policy, a copy of which will be provided to you.

### **QUESTIONS OR COMPLAINTS**

**It is the responsibility of our Data Protection Officer (DPO) to oversee compliance with this statement. Should you have any questions regarding this statement, or how we process your personal information, please contact The Data Protection Officer at Earl Shilton Building Society, 22 The Hollow, Earl Shilton, Leicester LE9 7NB. Telephone Number: 01455 844422.**

**The supervisory authority in the UK for data protection matters is the Information Commissioner (ICO).**

**If you think your data protection rights have been breached in any way by us, you are able to make a complaint to the ICO by calling the helpline telephone number 0303 123 1113 or visiting the Web site: [ico.org.uk](http://ico.org.uk)**