

## PRIVACY NOTICE FOR JOB APPLICANTS

The Loughborough Building Society (the “**Society**”) of 6 High Street Loughborough LE11 2QB is a data controller of your personal information. This means information that is about you or from which we can identify you. We strongly believe in protecting the privacy of the personal data you provide us. We also believe it is important to inform you about how we will use your data. This document explains how we may process your personal data and the rights you have in this respect. Therefore, we encourage you to read this Privacy Notice carefully. When we use terms such as we, us and our in this notice, we mean Loughborough Building Society.

Your information will be held by The Loughborough Building Society. More information on The Loughborough Building Society can be found at <https://www.theloughborough.co.uk/>.

Your personal information will be held securely by us so that we can look after your potential employment relationship with us. This will include information you provide when you apply to us, and any additional information provided by you in various ways including:

### WHAT INFORMATION DO WE COLLECT FROM YOU?

The Society collects information about candidates in the course of the recruitment process. Some of this information is collected directly from you (for example, in forms that you are asked to complete, or in interviews or through the completion of tests). Other information is generated automatically when you use or otherwise interact with the Society’s systems or is provided to us by third parties, recruitment agencies, referees and educational institutions.

The information we collect about our candidates during the selection and recruitment process are:

- Personal information about yourself, such as full name, phone number, email address, postal address, gender and information to verify your identity;
- Information regarding your employment and educational history, career aspirations, interests and referee contact details;
- Covering letter;
- Information provided by the candidate to pass to assessment third parties to carry out the tests;
- In some cases, an admission test of some form – result of written or oral tests;
- Nationality;
- Information about your current level of remuneration, including benefit entitlements;
- Whether or not you have a disability for which the Society needs to make reasonable adjustments during the recruitment process;
- Information about your entitlement to work in the UK;
- Certificates of training;
- Driving licence details; and
- Proof of national insurance number.

The Society may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

The Society may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records and credit checks. The Society will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

## **WHY DOES THE SOCIETY PROCESS PERSONAL DATA?**

The Society needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

In some cases, the Society needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The Society has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Society to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Society may also need to process data from job applicants to respond to and defend against legal claims.

Special categories of particularly sensitive personal information require higher levels of protection. The Society does not need to have further justification for collecting, storing and using this type of personal information. The Society does not need your consent if it uses special categories of your personal information in accordance with its written policy to carry out our legal obligations or exercise specific rights in the field of employment law. Your consent can be withdrawn at any time by contacting, Gary Brebner, CEO.

The Society may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the Society processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

The Society may only use information relating to criminal convictions where the law allows it to do so. For some roles, the Society is obliged to seek information about criminal convictions and offences. Where the Society seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

## **WHO HAS ACCESS TO THE DATA?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

The Society will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Society will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and dependent on the role Disclosure and Barring Service to obtain necessary criminal records checks and credit checks.

The Society will not transfer your data outside the European Economic Area.

## **HOW DOES THE SOCIETY PROTECT DATA?**

The Society takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

## **HOW LONG DOES THE SOCIETY KEEP DATA?**

If your application for employment is unsuccessful, the Society will hold your data on file for 3 months after the end of the relevant recruitment process. If you agree to allow the Society to keep your personal data on file, the Society will hold your data on file for a further 6 months for consideration for future employment opportunities. At the end of that period or once you withdraw your consent; your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

## YOUR RIGHTS

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request. This is commonly known as a “data subject access request” and enables you to receive a copy of the personal information the Society holds about you and to check that the Society is lawfully processing it;
- require the Society to change incorrect or incomplete data held about you;
- require the Society to delete or remove your data where there is no good reason for the Society to continue processing it. You also have the right to ask the Society to delete or remove your personal information where you have exercised your right to object (see below);
- object to the processing of your data where the Society is relying on its legitimate interests as the legal ground for processing and there is something about your particular situation which makes you want to object to processing on this ground; and
- request the transfer of your data to another party.

You also have the right to be informed about how your data will be collected, processed and stored. We are meeting this obligation by publishing this privacy notice but, if you do not feel that the notice is clear or comprehensive enough you are welcome to contact us and we will do our best to explain how your data is handled by us.

If you would like to exercise any of these rights or if you have any questions about how your data is handled, you can contact **the Society’s Data Protection Contact, Mr. Gary Brebner, Chief Executive Officer** at [gary.brebner@theloughborough.co.uk](mailto:gary.brebner@theloughborough.co.uk)

If you believe that the Society has not complied with your data protection rights, you can discuss this with the Society’s Data Protection Contact (see contact details above) or complain to the Information Commissioners Office which enforces data protection laws: <https://ico.org.uk/>

## WHAT IF YOU DO NOT PROVIDE PERSONAL DATA?

You are under no statutory or contractual obligation to provide data to the Society during the recruitment process. However, if you do not provide the information, the Society may not be able to process your application properly or at all.

If your application is successful, it will be a condition of any job offer that you provide evidence of your right to work in the UK and satisfactory references.

## AUTOMATED DECISION MAKING

Recruitment processes are not based solely on automated decision-making.

## MODIFICATIONS

This Privacy Notice may be adjusted from time to time. The Society reserves the right to modify or amend this Privacy Notice at any time. This Privacy Notice was last reviewed and updated in December 2023.