

Furness Building Society – Candidate Data Privacy Notice

Introduction

The Furness Building Society (we/us/our) is unable to provide you with the opportunity to join the Society without having personal information about you. Your personal information is required before you can enter the relevant contract with us and is required during the life of that contract.

We will generally collect your personal data from you directly, if you were introduced to the Society by a recruitment firm, we will obtain some personal information about you indirectly from them, when they introduce you to us.

Personal Information we hold about you

In connection with your application, we will collect, store, and use some or all of the personal information set out below. The information includes:

- Information you have provided within your CV and application form;
- Information you have provided during an interview;
- Information provided to us from recruitment agencies;
- Information provided to us by background check agencies;
- Information provided by your named referee.

Throughout the application process and potentially your employment, we must utilise your personal data to fulfil certain requirements, such as:

- Legal Obligation – Examples include, Tax and Pension Contributions, or if an employee goes on maternity leave, they have the right to return to work and may be entitled to statutory maternity pay (SMP).
- Contractual Obligation – An example is, if you are successful in your application process we require your bank details to be able to pay you;
- Consent - You may wish to provide us with certain data that can be classed as 'special category data' e.g. Physical/mental health concerns we may process this, only if you give us permission to; or
- Legitimate Interests – We may process things such as your qualifications to justify if you are an adequate candidate for the role, if you are successful then further processing of holidays, sickness etc is required.

Sometimes we compare your information with that of other colleagues e.g. to monitor the ethnicity of our workforce. When we do, we normally try to anonymise such information.

The information we hold about you must be accurate and up to date. If you think something is out-of-date, incorrect, or inappropriate please tell us. This could include your bank account, home address, telephone number(s) etc. We also need to know who to contact on your behalf in an emergency. You need to tell them you have given us their contact details.

If you are unsuccessful, we will retain your application form and interview notes for a maximum of 12 months following the date of our decision. This is to ensure we consider the right candidates for future roles. We also keep this due to legal and best practice requirements.

How We Keep Your Data Safe

As a data controller, we are accountable for the personal data we process and always do so in a fair, lawful and transparent manner. We process information both manually and electronically, but it is always for a specific, lawful manner. We keep it only for as long as necessary to fulfil that purpose. We retain it securely and confidentially throughout. When its purpose is fulfilled, we securely destroy or erase it.

Sometimes we share your information with third parties e.g. HMRC, pension and benefit providers, our professional advisors, Regulators etc. On rare occasions, we may process personal data outside the UK and occasionally outside the European Economic Area. This may be because you ask us to provide a personal reference to an organisation outside Europe. We will make sure that suitable safeguards are in place before your personal information is transferred to countries outside the EEA.

Your rights

Under the UK General Data Protection Regulations, you have the right to:

- be informed about your processing of your personal information;
- have your personal information corrected if it is inaccurate and to have incomplete personal information completed;
- Object to processing of your personal information in certain circumstances;
- Restrict processing of your personal information in certain circumstances;
- Have your personal information erased (the "right to be forgotten");
- Request access to your personal information and to obtain information about how we process it; and
- Move, copy, or transfer your personal information ("data portability")

The rights listed above do not apply in all circumstances. If you wish to exercise any of the above rights, we will explain at that time if they are engaged.

If you have questions about your data, you are welcome to contact the HR and Training Department (HRandTraining@furness-bs.co.uk). If you want details of current information we hold about you, this is where to send your request. Where your request is reasonable, we aim to respond within one month.

The integrity of your data

We are very concerned about the security of your personal data. Your privacy is paramount in the design and operation of our data systems. Unfortunately, not all information systems are under our immediate control (HMRC, for instance). We recognise that criminality is becoming increasingly sophisticated. Consequently, we will advise you promptly if we become aware of any significant security breach involving your personal data.

If you are ever concerned about how we've handled your personal data please raise this confidentially with Chris McHarg - Chris.McHarg@furness-bs.co.uk, the Data Protection Officer. We will investigate and respond as quickly as possible. If you are unhappy with our response, you may be able to raise your concern with the appropriate supervisory authority (which in the UK is the Information Commissioner's Office (ICO)).

If you are successful in your application and interview, as mentioned earlier, your application form and interview notes will now form part of your personnel file and will be retained for a longer period of time, further details of this will be provided to you upon arrival to the Society.