

CANDIDATE PRIVACY NOTICE



This privacy notice sets out how Harpenden Building Society (the Society, we) will process your personal information when you apply for a role at the Society. We describe in more detail how we deal with personal information in general in our main privacy notice. A copy of the full privacy notice is available on our website: www.harpendenbs.co.uk/privacy-notice

CONTACT US

If you have any questions about how the Society processes your personal information, or wish to make a complaint about this, please email the Society's Data Protection Officer at privacy@harpendenbs.co.uk or phone on 01582 765411, or write to:

The Data Protection Officer
Harpenden Building Society
Mardall House
9-11 Vaughan Road
Harpenden
Hertfordshire AL5 4HU

If you are not satisfied with the handling of a complaint by the Society, you can also make a complaint to the Information Commissioner's Office at: ico.org.uk.

1. HOW WE WILL GATHER YOUR PERSONAL INFORMATION

If you apply for a role at Harpenden Building Society (the Society, we) will process your personal information as soon as your CV is received. This information will relate to your identity and employment history. You will be assessed for suitability for the role by comparing the skills and experience stated on your CV with those skills and experience required by the role.

As part of our pre-employment screening activities, we may carry out checks for any adverse media. In addition to this we may also collect personal information about you from sources where you have made your personal information publicly available, such as LinkedIn, Facebook, Twitter, job boards and other publicly available social media networks and databases.

If you are considered to be suitable for the role, based on your CV, you may be invited to interview. We will request that you bring your identification with you to the interview in order for us to validate your right to work and for us to obtain a copy of it. If your interview is successful, you may be made an offer of employment, at which point you will be sent an application and personal details form for completion along with a privacy notice. On receipt of the completed forms and satisfactory pre-employment checks you will receive a contract of employment.

Once received, your personal information on the application form is recorded on the Society's Human Resources system – HR Toolkit. This system stores and processes personal information securely, and is used to notify employees about matters of interest.

During employment with the Society, your personal information will only be processed in order to comply with your employment contract and to comply with the law. The personal information of an employee processed by the Society includes:

- Identity – such as name, date of birth
- Contact details – such as postal address, email address, and telephone number
- Visual images – such as for staff communications, or on CCTV recordings
- Financial status – such as bank account details for salary payments

- Technical details – such as computer and browser technical details
- Location details – such as presence inside the Society's offices
- Performance issues – such as attendance records

The Society also processes your personal information that is considered to be in a special category:

- Identity information – such as ethnic and gender identity, and
- Health information – such as sickness and return to work records

Identity information is processed solely for the purposes of monitoring the Society's workforce so that this can be reported to Government.

Health information is processed solely for the purposes of managing your health and welfare and to protect your vital interests, and to ensure that the Society can fulfil its responsibilities under your employment contract. Health information is not processed for any other reason, is not shared, and is stored securely.

The Society also processes your personal information that relate to any criminal convictions and police cautions.

2. WHY WE PROCESS YOUR PERSONAL INFORMATION

We would only process criminal conviction information for the purpose of determining whether your application for a particular role meets the requirements set by regulators for that role. Many of the Society's roles involve handling customers' money and dealing with the general public, including children, and so the Society is obliged to screen candidates for these roles.

We will process your personal information for purposes including:

- Administering and maintaining personnel records
- Paying and reviewing salary and other remuneration and benefits
- Providing and administering benefits (including, if relevant, pension, life assurance, permanent health insurance and medical insurance)
- Undertaking performance appraisals and reviews
- Maintaining sickness and other absence records
- Taking decisions as to your fitness for work
- Ethnic monitoring
- Manpower planning

We might also provide you references and information to prospective employers where requested. Also, to governmental and quasi-governmental bodies for social security and other purposes, such as the Inland Revenue and the Contributions Agency.

3. SECURITY OF YOUR PERSONAL INFORMATION

In order to comply with the law, and to manage the security of our premises and IT network, we will monitor your use of business telephones, email and internet, but only to the extent required by law. We will also monitor your attendance on our premises to manage health and safety, and to protect premises and enable employees to work in a safe and secure environment.

The Society has put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to only those employees, agents, contractors and other third parties who have a lawful requirement to have access.

4. YOUR RIGHTS OVER YOUR PERSONAL INFORMATION

The Society often needs the help of specialist suppliers to provide the services that its customers need. We will only ever disclose your personal information to suppliers that have adequate security in place, equivalent to the security that the Society itself has in place. Whenever we transfer your personal data out of the European Economic Area (the EU plus some other European countries), we insist that it has a similar degree of protection to that in the UK.

You have the legal right over your personal information to:

- Request access to a copy
- Request correction
- Request erasure
- Object to processing
- Request restriction of processing
- Request transfer
- Withdraw consent

If you wish to exercise any of the rights set out above, please email the Data Protection Officer at privacy@harpendenbs.co.uk, or write to the Society at our address noted below.

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

To strengthen the protection over your personal information, a Data Protection Officer has been appointed by the Society to oversee our arrangements and to ensure that you can exercise your legal rights.

Harpenden Building Society is authorised for investments by Trustees and is a member of the Building Societies Association. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority. Firm reference number: 157260

Telephone calls are recorded and may be monitored for regulatory and training purposes to help maintain service quality.

Head Office: Harpenden Building Society, Mardall House, 9-11 Vaughan Road, Harpenden AL5 4HU Tel:01582 765411 Fax: 01582 462673