



OUR CANDIDATE PRIVACY NOTICE

What is this document for?

Saffron Building Society is a “data controller” of your personal information. This means that we are responsible for deciding how we hold and use personal information about you. We take the privacy and security of your data seriously and we have published this summary to ensure that you are fully informed about the ways in which we collect and handle information about you, together with your rights in respect of that information.

This privacy notice relates to candidates and potential candidates.

A copy of our staff privacy statement will be made available on offer of employment

What information do we collect and hold about you?

As you are interested in, or have applied for a job with us, we will receive information directly from you either to register your interest or to progress an application. You may have also provided us with contact information or a CV/application form at our external recruitment events.

We may also receive information about you from:

- an agency representing you
- an online site where you have made your CV publically available
- third party suppliers of assessment tools we may use during the recruitment process

The type of information we will hold during the recruitment of the role you have applied for is:

- Your name, address, email and phone number
- Details of your current and previous employment
- Details of your education, training and qualifications
- Details of your absence records and reasons; this is treated as sensitive personal data.
- Details of a disability you may have disclosed for the purpose of adapting the interview process or workplace/environment to enable you to carry out the role
- Contact details of your referees
- Current and/or previous remuneration and benefits
- Results from assessment tools used during the recruitment process
- Your responses to the questions asked during an interview/s
- Information which evidences your right to work in the UK such as a copy of your passport.
- Proof of your address such as a driving licence, bank statement or utility bill.
- Other information we ask for in our application form which we ask you to complete as part of the recruitment process

When you use our public websites to send us information, we ensure that the information you send us is secured by encryption and can only be translated by us. We do this by using a Transport Layer Security (TLS). Communication by email is not always secure, we do not recommend that you send confidential or sensitive personal information to us in this way. If you do use email to communicate with us, your information may not be securely protected, we cannot guarantee it will remain confidential whilst in transit to us and will not accept any responsibility for any consequential disclosure.

Why do we need your information?

We are unable to consider you for a role at Saffron without obtaining sufficient information. It is important we have the right type, and level of, information in order to make a sound assessment of your suitability and/or potential for a role.

We also have a legal obligation to ensure you have the right to work in the UK.

We use the information gathered from recruitment assessments tools to assist us in making a decision about whether or not to progress your application. We do not use automated decision mechanisms to determine whether or not to progress your application or offer you a job. Each application is based on a number of factors, not purely the result of any assessment tool we have used.

You should tell us if any of your personal information changes so we can update our records.

How will we use your information?

- We will use your information to help us form a view as to your suitability for a role.
- We will use your contact details to get in touch if we have a role we think you may be interested in.
- We may use your contact details to seek your feedback on our recruitment process.

How long will we keep your information?

If you are successful at interview and you accept our offer of a job, we will contact you with your details of the employment arrangement and the full privacy notice which applies to our staff.

If you are unsuccessful at application or interview stage we will keep your data for 1 year following the date we notified you that you were unsuccessful in your application.

Who else will see my information?

We share personal information with:

- Background screening providers upon offer of employment being agreed, who will hold information about you as part of the screening process
- Agencies who are representing you, as we will need to provide them the details of any offer we make you
- Third party suppliers of assessment tools we may use during the recruitment process. They will hold details of the assessment results and personal data, such as name and email; you will have provided these to the third party to access the assessment test.
- To third parties to comply with statutory, legal or regulatory requirements, for example the HMRC.

We may also transfer personal information to other countries outside of the UK, but only when suitable safeguards of your data are in place.

Candidates who have accepted a job offer - Important information

We ask you to supply your personal information to a background screening company who will carry out pre-employment checks for us such as previous employer referencing, criminal records and a credit reference check. Full details of the checks carried out are explained by the background screening company when you provide online authorisation for the checks to take place.

The credit reference will provide us with information about you, such as county court judgements (CCJ) current and previous, and bankruptcy. A disclosure barring service check (DBS) is carried out to identify current criminal convictions you may have which are spent. We do this to assess your suitability to work in a financial services organisation responsible for other people's money. We will not be able to offer, or proceed with the offer should you refuse to allow the screening company to carry out the required checks, or if we are dis-satisfied with the results of the background screening.

Your rights

Data Protection laws provide certain rights to all individuals:

- The right to be informed about the collection and use of your personal information
- The right to request access to your personal information and information about how we process it (you can make a request by using the post or email contact details at the end of this notice)
- The right to have inaccurate personal information rectified and to have incomplete information completed.
- The right to have your personal information erased (also known as ‘the right to be forgotten’)
- The right to restrict processing of your personal information
- The right to data portability, which allows you to move, copy or transfer your personal information
- The right to object to processing of your personal information and to object to receiving direct marketing
- Rights in relation to automated decision making and profiling which has a legal effect or significantly affects you.

You also have the right to complain to the Information Commissioner’s Office which enforces data protection laws:
<https://ico.org.uk/>

These rights do not apply in all circumstances.

You can contact our Head of People using the contact details below to find out more and to make a request.

Contact us features

If you use email functionality on the Saffron Building Society website, we will only use information you send us to answer your enquiry or deal with your request.

Contact Us: Please contact us if you have any questions about this Privacy Summary.

Phone 0800 072 1100

Email peopleteam@saffronbs.co.uk

Post: Head of People, Saffron Building Society, Saffron House, 1A Market Street, Saffron Walden, Essex CB10 1HX