

Your personal information – job applicants

Like all businesses in the UK, Bath Building Society is subject to EU General Data Protection Regulations.

Bath Building Society is the data controller for your personal information relating to your application for employment with the Society. This includes information you provide, as well as that which we may obtain from other sources (for example, from Credit Reference Agencies). The Society is responsible for the information we collect about you; we only collect information which is necessary, store it safely and securely, and do not hold it for longer than is necessary.

Your personal information will be used as part of the selection process and, if you are successful and join the Society, as part of the ongoing administration relating to your employment.

The Society does not sell your personal information. It may occasionally share some of it with other organisations, such as Equifax, who may operate both in and out of the European Economic Area (EEA). This may mean that your personal information may be accessed from outside the UK but, if it is, it will still be protected by European data protection standards. We may also share your information for fraud prevention purposes and where required to by our regulators or by law.

If you are successful in your application, we will send you further details about information that we will require from you and what we do with it.

In the event that your application is unsuccessful, we will destroy your personal information within six months, unless you give your consent for us to keep it in case of future opportunities becoming available.

The GDPR gives you some rights relating to your personal information:

Right to be informed – about the collection and use of your information.

Right to erasure - the right to request that your information is deleted.

Right of access and data portability – the right to ask for a copy of the information the Society holds about you.

Right to rectification - the right to have any errors corrected.

Right to restrict processing - the right to ask that processing be restricted.

Right to object – the right to object to certain types of processing.

The GDPR says that firms can only use personal information where there is a fair reason to do so. Some of the acceptable reasons it states are when:

- the processing is necessary to do with your employment, or
- we have a legal duty to process the information, or
- we have a legitimate interest in processing the information, or
- we have your specific consent.

You can find full details of how we use your personal information on www.bathbuildingsociety.co.uk/privacy-and-cookies or you can email us at dataprotection@bibs.co.uk.