Bath Building Society
We're different because you are

# Privacy Notice

## Your Personal Data – Job Applicants

When you apply for a job at Bath Building Society, you will provide us with some of your personal data, which is protected by the UK General Data Protection Regulations (UK GDPR). This document is intended to give you a brief overview of how we handle your data.

### Our responsibility

Bath Building Society will be the data controller for your personal data, which means we will be responsible for the data we collect about you and how we use it. This includes data you provide to us, as well as that which we get from other sources (for example, from Credit Reference Agencies).

As your data controller:

- ✓ We only collect data that is necessary
- ✓ We store it safely and securely
- ✓ We do not hold it for longer than is necessary.

### How we use your personal data

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

We do not sell your personal data. As part of administering your application, we may share some of it with other organisations, for example to perform identity checks on you.

Some organisations that we share your personal data with may operate both in and out of the United Kingdom (UK). In cases where your data is shared outside of the UK, we will ensure that data protection is to a suitable standard.

We will also share your information for financial crime prevention purposes and where required to by law.

### Reasons for processing your personal data

The UK GDPR says that firms can only use personal data 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 application or ongoing employment
- we have a legal duty to process the data
- we have a legitimate interest in processing the data
- we have your specific consent

### How long we keep your data

If your application is successful, we will give you further details about information that we need from you and what we do with it.

If your application is unsuccessful, we will destroy your personal data within six months.

## Your rights relating to your personal data

The UK GDPR gives you the below rights relating to your personal data. This is intended as a brief summary, for more detail you can view our full privacy notice.

| | |
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| **Right to be informed** | You can ask about how we collect and use your data, and how long we keep it for |
| **Right of access** | You can ask for a copy of your data, commonly referred to as a Subject Access Request (SAR) |
| **Right to rectification** | You can ask us to correct any errors with your data |
| **Right to erasure** | You can request that we delete your data |
| **Right to restrict processing** | You can ask us to limit how we use your data |
| **Right to data portability** | You can ask us to transfer your data |
| **Right to object** | You can ask us to stop processing your data, although in some cases we may continue to do so |
| **Rights related to automated decision-making, including profiling** | You have some protections against automated decision making and profiling. You can request information about the processing that takes place, and ask for human intervention or challenge a decision. |

## For further information

You can find full details of how we use personal information and your data protection rights on our website (www.bathbuildingsociety.co.uk/privacy-policy), or if you prefer, we can post or email you a copy on request.

If you have any questions on the subject you can email our Data Protection Officer at dataprotection@bibs.co.uk or write to us at our Head Office at 15 Queen Square, Bath, BA1 2HN.