



Candidate Privacy Notice

Chorley and District Building Society is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you. This privacy notice is necessary because you are applying for work with us, whether as an employee, worker or contractor. It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation (GDPR).

The kind of information we hold about you

In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

- The information you have provided to us in your curriculum vitae and any covering letter.
- The information you have provided on our application form.
- Any information you provide to us or contained in notes we make during an interview.

We may also collect, store and use the following “special categories” of more sensitive personal information:

- Where applicable, any disability and its effects on your day to day activities. This is to ensure we can accommodate your needs during any interview or assessment process.
- Information about criminal convictions and offences.

How your personal information is collected

We collect personal information about candidates from the following sources:

- You, the candidate.
- Recruitment agencies, from which we collect data such as name, address, contact details, curriculum vitae, salary and notice period.
- Equifax credit reference agency, from which we collect the following categories of data:
 - Personal identifiers (such as name and address)
 - Credit history
 - Court judgments, decrees and administration orders
 - Bankruptcies, Individual Voluntary Arrangement (IVAs), debt relief orders and similar events
- Disclosure and Barring Service in respect of criminal convictions.
- Your named referees.

How we will use information about you

We will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the role.
- Carry out background and reference checks, where applicable.
- Communicate with you about the recruitment process.
- Keep records related to our recruitment and selection processes.
- Comply with legal or regulatory requirements.

It is in our legitimate interests to decide whether to appoint you to the role since it would be beneficial to our business to appoint someone.

We also need to process your personal information to decide whether to enter into a contract of employment with you.

Having received your CV and/or application form, we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the role. If we decide to conditionally offer you the role, we will then take up references and carry out a criminal record and credit check before confirming your appointment.

If you fail to provide personal information

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully.

For example, if we require a credit check or references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

How we use particularly sensitive personal information

We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during interview, presentation or testing.

Information about criminal convictions

We will collect information about your criminal convictions history at the point we conditionally offer you the role. The role requires a high degree of trust and integrity and therefore we carry out the criminal records check in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role. Your explicit consent will be sought at the time this information is needed. We also have in place an appropriate policy and safeguards which we are required by law to maintain when processing such data.

Data sharing

We do not share any of the personal information collected as part of the recruitment process with other third parties.

Data security

We have 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 those employees, agents, contractors and other third parties who have a legitimate reason to access it. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Data retention

If you are unsuccessful in gaining employment with us, we will retain your personal information for a period of 6 months after we have communicated to you our decision. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with our data retention policy.

If we wish to retain your personal information on file beyond 6 months after interview date, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will contact you separately, seeking your explicit consent to retain your personal information for a further fixed period on that basis.

Rights of access, correction, erasure, and restriction

Under certain circumstances, by law you have the right to:

- Request access to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it. To action this right you are required to complete the Society’s Data Subject Access Request Form and an electronic copy of the form can be found here.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

Any questions?

If you have any questions about this privacy notice, how we handle your personal information, or if you wish to exercise any of the above rights please contact the Society’s Data Protection Officer in writing to **Chorley and District Building Society, Key House, Foxhole Road, Chorley, Lancashire PR7 1NZ** or by email to DPO@chorleybs.co.uk.

You have the right to make a complaint at any time to the Information Commissioner’s Office (ICO), the UK supervisory authority for data protection issues.