

# Job Applicant Privacy Notice

## Document Control

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### **1.1. What is this document and why should you read this:**

- 1.2. This privacy notice explains how and why The Nottingham including each of its operating entities (also referred to as “The Nottingham”, “we”, “our” and “us”) uses personal data about our job applicants whether as an employee, contractor, Non-Executive Directors, consultant, and temporary or agency workers (referred to as “you”).
- 1.3. You should read this notice, so that you know what we are doing with your personal data during the recruitment process. Please also read any other privacy notices that we give you, that might apply to our use of your personal data in specific circumstances in the future.
- 1.4. This notice does not form part of any future contract of employment or any other contract to provide services.

## **2. The Nottingham’s data protection responsibilities:**

- 2.1. “Personal data” is any information that relates to an identifiable natural person. Your name, address, contact details, salary details and CV are all examples of your personal data, if they identify you.
- 2.2. The term “process” means any activity relating to personal data, including, by way of example, collection, storage, use, consultation and transmission.
- 2.3. The Nottingham is a "controller" of your personal data. This is a legal term – it means that we make decisions about how and why we process your personal data and, because of this, we are responsible for making sure it is used in accordance with data protection laws.
- 2.4. You also have responsibilities whenever you process personal data in connection with the performance of your role at The Nottingham; these are outlined in The Nottingham’s Data Protection Policy which can be found on the Intranet.

## **3. What types of personal data do we collect and where do we get it from?**

- 3.1. We collect many different types of personal data about you for lots of reasons. The specific types of data that we will hold, use and share will depend on the role for which you are applying, the nature of the recruitment process, how far you progress in the recruitment process and your individual circumstances. We cannot administer our recruitment process or other relationship with you without your personal data. Where we don’t need your personal data, we will make this clear, for instance we will explain if any fields in data we request can be left blank.
- 3.2. Further details of the personal data we collect, where we get it from and what we do with it is set out in Appendix 1 of this policy.
- 3.3. You provide us with personal data directly when you apply for a job with us, complete the recruitment process or correspond with us. We also create some personal data ourselves and obtain some personal data from other sources. We obtain it from other people and

organisations, including some public sources, such as publically available directories and online resources, your use of the Nottingham's provided assets, systems and platforms. You can read more about the sources of personal data in the more detailed information set out in as explained in Appendix 1.

If any of the personal information you have given to us changes, such as your contact details, please either email [job-applications@thenottingham.com](mailto:job-applications@thenottingham.com)

## **4. What do we do with your personal data, and why?**

- 4.1. We process your personal data for particular purposes in connection with your application with us, and the management and administration of our business.
- 4.2. We are required by law to always have a permitted reason or justification (called a "lawful basis") for processing your personal data. There are six such permitted lawful basis for processing personal data. Appendix 1 sets out the different purposes for which we process your personal data and the relevant lawful basis on which we rely for that processing.
- 4.3. Please note that where we have indicated in the table at Appendix 1 that our processing of your personal data is either:
  - 4.3.1. necessary for us to comply with a legal obligation; or
  - 4.3.2. necessary for us to take steps, at your request, to potentially enter into an employment contract with you, or to perform itand you choose not to provide the relevant personal data to us, we may not be able to enter into or continue our contract of employment or engagement with you.
- 4.4. We may also convert your personal data into statistical or aggregated form to better protect your privacy, or so that you are not identified or identifiable from it. Anonymised data cannot be linked back to you. We may use it to conduct research and analysis, including to produce statistical research and reports. For example, to help us understand the number of applicants applying for specific roles.

## **5. Special category personal data (including criminal data)**

- 5.1. We are required by law to treat certain categories of personal data with even more care than usual. These are called sensitive or special categories of personal data and different lawful bases apply to them. Appendix 1 sets out the different purposes for which we process your special category personal data and the relevant lawful basis on which we rely for that processing. For some processing activities, we consider that more than one lawful basis may be relevant – depending on the circumstances.

## **6. Who do we share your personal data with, and why?**

- 6.1. Sometimes we need to disclose your personal data to other people.

*Inside the Nottingham group*

- 6.2. We are part of the Nottingham group of companies. Therefore, we will need to share your personal data with other companies in the Nottingham group- Nottingham Building Society, Nottingham Property services Ltd or Nottingham Mortgage services Ltd for our general business purposes as our systems and services are provided on a shared basis across the group and the role you are applying for may be in another part of the group. These include workforce management purposes, to meet client needs where working across offices, locations, for line management, authorisations, approvals with relevant decision makers, parental reporting, IT Support, Payroll. For example, your business contact details, photograph and job title will be available to colleagues throughout the group.
- 6.3. Access rights between members of the Nottingham group are limited and granted only on a need to know basis, depending on job functions and roles.
- 6.4. Where any the Nottingham group companies process your personal data on our behalf (as our processor), we will make sure that they have appropriate security standards in place to make sure your personal data is protected and we will enter into a written contract imposing appropriate security standards on them.

*Outside the Nottingham group*

- 6.5. From time to time we may ask third parties to carry out certain business functions for us, such as selection assessment, engaging recruitment agencies to provide us with suitable candidates for our vacancies, to communicate with those candidates and to handle administration in connection with a recruitment process. These third parties will process your personal data on our behalf (as our processor). We will disclose your personal data to these parties so that they can perform those functions. Before we disclose your personal data to other people, we will make sure that they have appropriate security standards in place to make sure your personal data is protected and we will enter into a written contract imposing appropriate security standards on them. Examples of these third party service providers include service providers and/or sub-contractors, such as our People and Development service providers, and our system server hosting providers.
- 6.6. In certain circumstances, we will also disclose your personal data to third parties who will receive it as controllers of your personal data in their own right for the purposes set out above, in particular:
- 6.6.1. if we transfer, purchase, reorganise, merge or sell any part of our business or the business of a third party, and we disclose or transfer your personal data to the prospective seller, buyer or other third party involved in a business transfer, reorganisation or merger arrangement (and their advisors); and
- 6.6.2. if we need to disclose your personal data in order to comply with a legal obligation, to enforce a contract or to protect the rights, property or safety of our employees, customers or others.
- 6.7. We have set out below a list of the categories of recipients with whom we are likely to share your personal data:

- 6.7.1. Employment- related benefits providers and other third parties in connection with your benefits (such as pension trustees);
- 6.7.2. clients;
- 6.7.3. consultants and professional advisors including legal advisors and accountants;
- 6.7.4. courts, court-appointed persons/entities, receivers and liquidators;
- 6.7.5. business partners and joint ventures;
- 6.7.6. trade associations and professional bodies;
- 6.7.7. insurers; and
- 6.7.8. governmental departments, statutory and regulatory bodies including the Department for Work & Pensions, Information Commissioner's Office, the police and Her Majesty's Revenue and Customs.

We may also share your personal data with third parties, as directed by you.

## **7. Where in the world is your personal data transferred to?**

- 7.1. If any of our processing activities require your personal data to be transferred outside the European Economic Area, we will only make that transfer if:
  - 7.1.1. the country to which the personal data is to be transferred ensures an adequate level of protection for personal data;
  - 7.1.2. we have put in place appropriate safeguards to protect your personal data, such as an appropriate contract with the recipient;
  - 7.1.3. the transfer is necessary for one of the reasons specified in data protection legislation, such as the performance of a contract between us and you; or
  - 7.1.4. you explicitly consent to the transfer.

## **8. How do we keep your personal data secure?**

We will take specific steps (as required by applicable data protection laws) to protect your personal data from unlawful or unauthorised processing and accidental loss, destruction or damage. For more information, please read the IT Security documents, etc. policies

## **9. How long do we keep your personal data for?**

- 9.1. If you are a job applicant we will keep your personal data during the period of your application and then, if you do not become an employee, for as long as is necessary in connection with both our and your legal rights and obligations.

- 9.2. We will only retain your personal data for a limited period of time. This will depend on a number of factors, including:
- 9.2.1. any laws or regulations that we are required to follow;
  - 9.2.2. whether we are in a legal or other type of dispute with each other or any third party;
  - 9.2.3. the type of information that we hold about you; and
  - 9.2.4. whether we are asked by you or a regulatory authority to keep your personal data for a valid reason.
- 9.3. You can request our Retention Schedule from People & Development by emailing [job-applications@thenottingham.com](mailto:job-applications@thenottingham.com)
- 9.4. Any personal data contained in any work related correspondence or records may be retained for longer, dependant on the retention period of the file that your personal data is held on.

## 10. What are your rights in relation to your personal data and how can you exercise them?

- 10.1. You have certain legal rights, which are briefly summarised at Appendix 2, in relation to any personal data about you which we hold.
- 10.2. Where our processing of your personal data is based on your **consent**, you have the right to withdraw your consent at any time. If you do decide to withdraw your consent we will stop processing your personal data for that purpose, unless there is another lawful basis we can rely on – in which case, we will let you know. Your withdrawal of your consent won't impact any of our processing up to that point.
- 10.3. Where our processing of your personal data is necessary for our **legitimate interests**, you can object to this processing at any time. If you do this, we will need to show either a compelling reason why our processing should continue, which overrides your interests, rights and freedoms or that the processing is necessary for us to establish, exercise or defend a legal claim.
- 10.4. If you wish to exercise any of your rights please contact [people.operations@thenottingham.com](mailto:people.operations@thenottingham.com) in the first instance.
- 10.5. You also have the right to lodge a complaint with the Information Commissioner's Office, which is the UK data protection regulator. More information can be found on the Information Commissioner's Office website at <https://ico.org.uk/>.

## 11. Updates to this notice

We may update this notice from time to time to reflect changes to the type of personal data that we process and/or the way in which it is processed. We will update you on material changes to this notice by publishing on Genie or notifying you by email. We also encourage you to check this notice on a regular basis.

## 12. Where can you find out more?

12.1 We have appointed a Data Protection Officer whose role is to inform and advise us about, and to ensure that we remain compliant with, data protection legislation. The Data Protection Officer should be your first point of contact if you have any queries or concerns about your personal data. Our current Data Protection Officer can be contacted at [DPO@thenottingham.com](mailto:DPO@thenottingham.com)

12.2 If you want more information about any of the subjects covered in this privacy notice or if you would like to discuss any issues or concerns with us or the Data Protection Officer is unavailable you can contact us in any of the following ways:

By email at: [people.operations@thenottingham.com](mailto:people.operations@thenottingham.com)

By telephone at: 0115 9564556

By post at: Nottingham House, 3 Fulforth Street, Nottingham, NG1 3DL.

## APPENDIX 1

**This section of the Privacy notice tells you in more detail about the type of personal data we hold about you, what we use it for, our legal grounds for doing so, who we share it with and how long we keep it.**

Please note that we will not necessarily hold, use or share *all* of the types of personal data as described in this Appendix in relation to you. The specific types of data about you that we will hold, use and share will depend on your role, the terms on which you work for us, your individual circumstances and circumstances affecting the company from time to time.

Types of personal data held by The Nottingham	Purpose of Processing	Lawful basis
Contact information including: <ul style="list-style-type: none"> <li>• Name(s)</li> <li>• Address(es)</li> <li>• Contact details (email address, phone numbers)</li> </ul>	<ul style="list-style-type: none"> <li>• Communicating with you and providing you with information in connection with your employment or engagement with us from time to time</li> <li>• Administration of the contract</li> <li>• Identifying and authenticating employees and other individuals <b>(see special category data)</b></li> </ul>	<ul style="list-style-type: none"> <li>• It is necessary to perform your employment contract</li> <li>• It is necessary for us to comply with a legal obligation</li> <li>• It is necessary for our legitimate interest or those of third parties</li> </ul>
Identity and background information including: <ul style="list-style-type: none"> <li>• Details of education, qualifications and results</li> <li>• Career history, experience, skills and references</li> <li>• Passport information</li> <li>• Driving licence information</li> <li>• Psychometric test results</li> <li>• Right to work, identity and</li> </ul>	<ul style="list-style-type: none"> <li>• Administration of your application for a job with us and considering your suitability for the relevant role</li> <li>• Obtaining, considering and verifying your employment references and employment history</li> <li>• Reviewing and confirming your right to work in the UK</li> <li>• Conducting verification and vetting, including criminal background checks and credit checks where required by law <b>(see special category data)</b></li> <li>• Conducting background checks, verification and vetting which are not required by law but needed by us to assess your suitability for your role <b>(see special</b></li> </ul>	<ul style="list-style-type: none"> <li>• It is necessary to perform your employment contract</li> <li>• It is necessary for us to comply with a legal obligation</li> <li>• It is necessary for our legitimate interest or those of third parties</li> </ul>



<p>residency and, if required, other visa information (where unrelated to your race or ethnicity)</p> <ul style="list-style-type: none"> <li>• Curriculum Vitae (CV) /resume and professional profile</li> <li>• Evaluative notes and decisions from job interviews</li> <li>• Preferences relating to job location and salary</li> <li>• Conflicts of interests (including where related to family networks)</li> <li>• Your preferences in relation to our use of your personal data</li> </ul>	<p><b>category data)</b></p> <ul style="list-style-type: none"> <li>• Making a job offer to you and entering into a contract of employment with you</li> <li>• Developing, operating and collecting feedback on recruitment activities and employee selection processes</li> </ul>	
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**More information about your special category data**

Types of special category data held by The Nottingham	Purpose of Processing	Lawful basis
<p>Vetting information including:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address history</li> <li>• Contact details (email address, phone numbers)</li> <li>• Date of birth</li> <li>• Gender</li> </ul>	<ul style="list-style-type: none"> <li>• Conducting verification and vetting, including criminal background checks and credit checks where required by law</li> <li>• Conducting background checks, verification and vetting which are not required by law but needed by us to assess your suitability for your role</li> </ul>	<ul style="list-style-type: none"> <li>• You have given your explicit consent to the processing</li> <li>• It is necessary for your/our obligations and rights in the field of employment and social security and social protection law</li> </ul>

<ul style="list-style-type: none"> <li>• Right to work, identity and residency</li> <li>• Unspent Criminal convictions</li> <li>• Details of defaults, arrears on credit products</li> <li>• Details of County Court Judgements (CCJ), Individual Voluntary Arrangements (IVA), Debt Relief Orders, Bankruptcy and any other court actions</li> <li>• Details of any arrangement with creditors</li> </ul>		
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Please note that the first two Tables above divide items of personal data into relatively broad categories (under the heading “Type of personal data held by The Nottingham”, or “Type of special category personal data held by The Nottingham”). Where multiple purposes and/or lawful basis grounds for our use of a given “type” of personal data are identified, this does not necessarily mean that *all* of the purposes and/or legal grounds are applicable to *all* items of personal data falling within that “type” of personal data.

## APPENDIX 2

### Your rights in relation to personal data

Your right	What does it mean?	Limitations and conditions of your right
<b>Right of access</b>	Subject to certain conditions, you are entitled to have access to your personal data (this is more commonly known as submitting a “data subject access request”).	If possible, you should specify the type of information you would like to see to ensure that our disclosure is meeting your expectations.

		We must be able to verify your identity. Your request may not impact the rights and freedoms of other people, eg privacy and confidentiality rights of other staff.
<b>Right to data portability</b>	Subject to certain conditions, you are entitled to receive the personal data which you have provided to us and which is processed by us by automated means, in a structured, commonly-used machine readable format.	<p>If you exercise this right, you should specify the type of information you would like to receive (and where we should send it) where possible to ensure that our disclosure is meeting your expectations.</p> <p>This right only applies if the processing is based on your consent or on our contract with you and when the processing is carried out by automated means (eg not for paper records). It covers only the personal data that has been provided to us by you.</p>
<b>Rights in relation to inaccurate personal or incomplete data</b>	<p>You may challenge the accuracy or completeness of your personal data and have it corrected or completed, as applicable. You have a responsibility to help us to keep your personal information accurate and up to date.</p> <p>We encourage you to notify us of any changes regarding your personal data as soon as they occur, including changes to your contact details, telephone number, immigration status.</p>	<p>Please always check first whether there are any available self-help tools to correct the personal data we process about you.</p> <p>This right only applies to your own personal data. When exercising this right, please be as specific as possible.</p>
<b>Right to object to or restrict our data processing</b>	Subject to certain conditions, you have the right to object to or ask us to restrict the processing of your personal data.	As stated above, this right applies where our processing of your personal data is necessary for our legitimate interests. You can also object to our processing of your personal data for direct marketing purposes.
<b>Right to erasure</b>	Subject to certain conditions, you are entitled to have your personal data erased (also known as the “right to be	We may not be in a position to erase your personal data, if for example, we need it to (i)

	<i>forgotten</i> ”), eg where your personal data is no longer needed for the purposes it was collected for, or where the relevant processing is unlawful.	comply with a legal obligation, or (ii) exercise or defend legal claims.
<b>Right to withdrawal of consent</b>	As stated above, where our processing of your personal data is based on your consent you have the right to withdraw your consent at any time.	If you withdraw your consent, this will only take effect for future processing.