

YOUR PERSONAL INFORMATION AND WHAT WE DO WITH IT

The definition of key terms that we use in this privacy notice:

Process or **processing** includes everything we do with your personal information from its collection, right through to its destruction or deletion when we no longer need it. This includes for instance collecting it (from you), obtaining it (from other organisations), using, sharing, storing, retaining, deleting, destroying, transferring it overseas.

Legitimate interests is mentioned in our privacy notice because data protection laws allow the processing of personal information where the purpose is legitimate and is not outweighed by your interests, fundamental rights and freedoms. Those laws call this the legitimate interest's legal ground for personal data processing.

Who we are and how to contact us

The Mansfield Building Society of Regent House, Regent Street, Mansfield, Nottinghamshire, NG18 1SS is a data controller of your personal information. This means information that is about you or from which we can identify you. This privacy notice describes how we deal with your personal information.

We are the data controller of your personal information under relevant data protection laws because, in the context of our relationship with you, we decide how and why it is collected and processed in the ways explained in this privacy notice. When we use terms such as **we**, **us** and **our** in this notice, we mean The Mansfield Building Society.

We can be contacted at any time on telephone number 01623 676300 if you have queries about this privacy notice or wish to exercise any of the rights mentioned in it.

What information do we collect and process?

We are committed to being transparent about how we collect and use your personal information and to meeting its data protection obligations. As part of our recruitment process, we will collect and process personal information relating to job applicants. This includes:

- your name, date of birth, address and contact details, including email address and telephone number;
- correspondence address if different to your home address;
- details of your qualifications, skills, experience and employment history, including start and end dates with previous employers;
- information about your current level of remuneration, including benefit entitlements;
- information about your entitlement to work in the UK;
- information about whether you have a criminal record;
- Screening for Politically Exposed Persons (PEPs) and Sanctions against recognised list
- your IP address from personal emails;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;

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- special category data for equal opportunities monitoring purposes, including information about your ethnic origin, sexual orientation, health, and religion or belief.

We may collect this information in a variety of ways. For example, information might be collected through application forms or CVs, obtained from your passport or other identity documents, such as your driving licence, from correspondence with you or through interviews, recruitment agencies or other forms of assessment (including online tests).

In some cases, we may collect personal information about you from third parties, such as references supplied by previous employers, information from employment background check providers, information from credit reference agencies (see section below) and information from criminal records checks permitted by law. We will seek information from third parties only once a job offer to you has been made and we will inform you that we are doing so.

Your personal information will be stored in a number of different places, including on your application record, in HR management systems and on other IT systems (including email).

What are the legal grounds for our processing of your personal information?

Data protection laws require us to explain what legal grounds justify our processing of your personal information (this includes sharing it with other organisations). Sometimes, more than one legal ground may be relevant.

We need to process your personal information to carry out our recruitment process at your request prior to entering into a contract of employment with you. We also need to process your data when entering into a contract of employment with you.

In some cases, we need to process your personal information to ensure that we are complying with our legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.

We have a legitimate interest in processing personal information during the recruitment process and for record keeping. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom we make an offer of employment. We may also need to process personal information from job applicants to respond to and defend against legal claims.

Where we rely on legitimate interests as a reason for processing personal information, we have considered whether or not those interests are overridden by the rights and freedoms of employees or workers and have concluded that they are not.

We process health information if we need to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out our obligations and exercise specific rights in relation to employment.

Where we process other special category data, such as ethnic origin, sexual orientation, health or religion or belief, this is done for the purposes of equal opportunities monitoring.

For some roles, we are obliged to seek information about criminal convictions and offences. Where we seek this information, we do so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.

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We will not use your personal information for any purpose other than the recruitment process for the vacancy which you have applied for.

When and why we use CCTV

CCTV systems are used throughout our branch network. The use of CCTV is necessary for our legitimate business interests and we process information collected via CCTV for the purposes of:

- security;
- the prevention and detection of financial crime;
- training;
- improving the quality of our services;
- the safety of our customers and employees.

We will only use CCTV footage for the above purposes and will only retain it for as long as it is needed. We will only share it in limited circumstances, such as when we are permitted or required to comply with a legal or statutory requirement (e.g. in response to a Police request).

How do we share your information with credit reference agencies?

In order to process your application, we will perform credit and identity checks on you with one or more credit reference agencies (“CRAs”). To do this, we will supply your personal information to CRAs and they will give us information about you. This will include information from your credit applications and about your financial situation and financial history. CRAs will supply to us both public (including the electoral register) and shared credit, financial situation and financial history information and fraud prevention information.

We will use this information to:

- Assess your financial status;
- Verify the accuracy of the data you have provided to us;
- Prevent criminal activity, fraud and money laundering.

When CRAs receive a search from us they will place a search footprint on your credit file that may be seen by others.

The data they hold, the ways in which they use and share personal information, data retention periods and your data protection rights with the CRAs are explained in more detail in their Credit Reference Agency Information Notice (CRAIN). You may access this on the Society’s Intranet or at www.equifax.co.uk/crain, www.callcredit.co.uk/crain and www.experien.co.uk/crain.

What should you do if your personal information changes?

You should tell us directly or through your recruitment agency without delay so that we can update our records.

Who is your personal information shared with?

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Your personal information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

We will not share your personal information with third parties, unless your application for employment is successful and we make you an offer of employment subject to our vetting and referencing process. We will then share your personal information with third parties in order to obtain pre-employment references from other employers, obtain employment background checks from third party providers, obtain a credit check from a CRA, and to obtain necessary criminal records checks from the Disclosure and Barring Service.

We will only disclose information about you to third parties if we are legally obliged to do so or where we need to comply with our contractual duties to you, for instance we may need to pass on certain information to:

- Other organisations and businesses who provide services to us such as back up and server hosting providers, IT software and maintenance providers, document storage providers and suppliers of other back office functions.

Is your personal data transferred outside the UK or the EEA?

The Society will not transfer your data outside the European Economic Area. . If you require additional information this can be obtained by submitting a written request to us at Regent House, Regent Street, Mansfield, Nottinghamshire, NG18 1SS.

How do we protect your personal information?

We take the security of your personal information seriously. We have internal policies and controls in place to ensure that your personal information is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

How long do we keep your personal information?

If your application for employment is unsuccessful, we will hold your personal information on file for 6 months after the end of the relevant recruitment process your data is deleted or destroyed.

If your application for employment is successful, personal information obtained during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your personal information will be held will be provided to you in the employee privacy notice.

What are your rights under data protection laws?

As a data subject, you have a number of rights under data protection laws. They do not apply in all circumstances. If you wish to exercise any of them we will explain at that time if they apply or not.

- The **right to be informed** about your processing of your personal information;
- The right to have your personal information **corrected if it is inaccurate** and to have **incomplete personal information completed**;
- The right **to object** to processing of your personal information;

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- The right **to restrict processing** of your personal information;
- The right **to have your personal information erased** (the “*right to be forgotten*”);
- The right to **request access** to your personal information and to obtain information about how we process it;
- The right to **move, copy or transfer your personal information** (“*data portability*”);
- Rights in relation to **automated decision making which has a legal effect or otherwise significantly affects you**.

If you would like to exercise any of these rights, please contact the HR Manager in writing at The Mansfield Building Society, Regent House, Regent Street, Mansfield, Nottinghamshire, NG18 1SS.

If you believe that we have not complied with your data protection rights, you can complain to the Information Commissioner’s Office which enforces data protection laws:
<https://ico.org.uk/>.

If you wish to exercise any of these rights against CRAs or other third party who is a data controller in its own right you should contact them separately.

What if you do not provide your personal information to us?

You are under no statutory or contractual obligation to provide personal information to us during the recruitment process. However, if you do not provide the information, we may not be able to process your employment application properly or at all.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

Data anonymisation and use of aggregated information

Your personal information may be converted into statistical or aggregated data which cannot be used to re-identify you. It may then be used to produce statistical research and reports. This aggregated data may be shared and used in all the ways described in this privacy notice.

Data Protection Nominated Person

The Society’s Risk & Compliance Executive acts as the nominated person for data protection issues (including oversight of this Privacy Notice). If you have any questions about this Privacy Notice or how we handle your personal data, please contact a member of the HR team in the first instance or the Risk & Compliance Executive.

Version No.	Date	Amendments	By	Minute Ref
V1.0	23.05.18	New Privacy Notice	HRM	Signed off by RCE
V2.0		New section added in respect of ‘When and why we use CCTV’ Addition of how a customer can request additional information in the ‘is	RCE	N/A

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		your personal information transferred outside the UK or the EEA?' section		
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