

Data Privacy Notice (Recruitment)

Data controller: FBN Bank (UK) Limited

Point of Contact: Privacy Officer DPO@fbnbank.co.uk

As part of any recruitment process, FBNUK collects and processes personal data relating to job applicants. FBNUK is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the FBNUK?

FBNUK collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which FBNUK needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and

FBNUK collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online or technical tests.

FBNUK will also collect personal data about you from third parties, such as standard or regulatory references supplied by former employers, information from employment background screening providers and information from criminal records checks. FBNUK will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

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

Why does FBNUK process personal data?

FBNUK needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, FBNUK needs to process data to ensure that it is complying with its legal and regulatory obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

FBNUK has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. 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 to offer a job. FBNUK may also need to process data from job applicants to respond to and defend against legal claims.

Where FBNUK relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

FBNUK processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

As a Company that is regulated by the FCA and PRA, FBNUK is obliged to seek information about individuals' financial soundness and criminal convictions and offences. Where FBNUK seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, FBNUK will keep your personal data on file in case there are future employment opportunities for which you may be suited. FBNUK will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

Who has access to data?

Your 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.

FBNUK may also decide to share your data with third-party to which it has outsourced the administration of the recruitment process for the purpose of processing your application, communicate with you on FBNUK's behalf, or perform any other activity in relation to the recruitment process.

Other than stated in the previous paragraph, FBNUK will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. FBNUK will then share your data with former employers to obtain standard or regulatory references for you, employment background screening providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

FBNUK will not transfer your data outside the European Economic Area.

How does FBNUK protect data?

FBNUK takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does FBNUK keep data?

If your application for employment is unsuccessful, FBNUK will hold your data on file for six months after the end of the relevant recruitment process for consideration for future employment opportunities. At the end of that period, your data is deleted or destroyed.

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

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require FBNUK to change incorrect or incomplete data;
- require FBNUK to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where FBNUK is relying on its legitimate interests as the legal ground for processing; and
- ask FBNUK to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the FBNUKs legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Human Resources Department at DPO@fbnbank.co.uk. You can make a Subject Access Request (SAR) by completing FBNUK's SAR form.

If you believe that FBNUK has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

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

Automated decision-making

Recruitment processes are not based on automated decision-making.

12nd of July 2022

I confirm I have read and understood the above:

Candidate Name: _____

Signature: _____

Date: _____