

Privacy Notice for Job Applicants

We are committed to protecting your identity and the information you or others share about you. We are the data controller for the information you provide during the recruitment process unless otherwise stated. If you have any queries about the process or how we handle your information, please contact us at InformationSecurityTeam@pnfp.co.uk.

As part of any recruitment process, we collect and process personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting its data protection obligations.

What Information do we Collect?

We will collect a range of information about you, such as:

- 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.
- If you have a disability for which we need to make reasonable adjustments during the recruitment process.
- Information about your entitlement to work in the UK.

We collect this information in a variety of ways. For example, data might be contained in application forms, CVs, equal opportunity monitoring, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We will also collect personal data about you from third parties, such as references supplied by former employers. 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.

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

Why do we Process Personal Data?

We need to process data to take steps at your request, prior to entering into a contract with you. In some cases, we may need to process data 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 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.

We may also need to process data from job applicants to respond to and defend against legal claims.

Through our equal opportunities monitoring form, we request health information with the intention of making reasonable adjustments to the recruitment process for candidates who have a disability. In addition to this, we will process other special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, for equal opportunities monitoring purposes as permitted by the Data Protection Act 2018/reasons of substantial public interest.

On occasion, we are obligated to seek information about criminal convictions and offences. Where we seek this information, it is because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.

Who has Access to Data?

Your information will be shared internally for the purposes of the recruitment process. This includes members of the People team, our external recruitment partner (CV Elite), interviewers involved in the recruitment process and managers in the business area with a vacancy.

Your data will not be shared with third parties unless your application for employment is successful, and we make you an offer of employment. We will then share your data with former employers to obtain references for you. As part of our onboarding process, we will need to share your data to undertake an employment background check. This applies to all new Partners and is carried out by HireRight.

Your data may be transferred outside the European Economic Area (EEA) to facilitate your future employment with another employer, or to gain a reference from a former employer. Data is transferred outside the EEA on the basis of the employment process.

How do we Protect Data?

We take the security of your data seriously. We have 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 Partners in the proper performance of their duties and access is restricted.

How Long do we Keep Data?

If your application for employment is unsuccessful, we will hold your data on file for one year after the end of the relevant recruitment process for consideration for future employment opportunities.

At the end of that period (or once you withdraw your consent), your data will be 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 our Partner 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 us to change incorrect or incomplete data.
- Require us 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 we rely on legitimate interests as the legal ground for processing.
- Ask us to stop processing data for a period of time if data is inaccurate, there is a dispute, or if your interests override our legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact InformationSecurityTeam@pnfp.co.uk.

You can make a subject access request if you believe that we have not complied with your data protection rights and you are within your rights to 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 us during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all. If you believe that we have not complied with your data protection rights, you can complain to the Information Commissioner (0303 123 1113).

Automated Decision-Making

Recruitment processes are not based solely on automated decision-making.

Last reviewed: by Steph Mumford, 6th October 2021.
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