

Privacy Notice

Data controller: Foresters Friendly Society ("the Society")

Data Protection Officer: Chief Compliance Officer

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

We will comply with data protection law and principles, which means that your data will be:

- used lawfully, fairly and in a transparent way.
- collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- relevant to the purposes we have told you about and limited only to those purposes.
- accurate and kept up to date.
- kept only as long as necessary for the purposes we have told you about.
- kept securely.

The Society is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. You are being sent a copy of this privacy notice because you are applying for a position as a Court Official. 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 ((EU) 2016/679) (GDPR).

Personal data will only be collected where it is relevant to the arrangements the Society is proposing to enter into with each individual. Nothing in this privacy notice shall affect the status of a self-employed consultant or contractor or shall render them a potential employee, worker, agent or partner of the Society.

What information does the Society collect?

The Society collects a range of personal 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 entitlement to work in the UK; and
- any other information you provide to us during an interview or during the application process, in any format, including any tender documents (where applicable).

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

- information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
- information about your health, including any medical condition, health and sickness records
- information about criminal convictions and offences.

The Society collects this information in a variety of ways. For example, data might be contained in application forms or CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The Society may also collect personal data about you from third parties, such as references supplied by former employers or persons you have named as a referee, information from the Disclosure and Barring Service, information from employment background check providers and information from Experian or Verifile Background credit/criminal records checks. We may also carry out searches on google, linked-in, facebook and other social media sites.

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

Why does the Society process personal data?

The Society needs to process data to take steps at your request prior to any appointment. It also needs to process your data once you are appointed

In some cases, the Society needs to process data to ensure that it is complying with its legal obligations. The Society has a legitimate interest in processing personal data during the appointment process and for keeping records of the process. Processing data from applicants allows the Society to manage the appointment process, assess and confirm a candidate's suitability. The Society may also need to process data from applicants to respond to and defend against legal claims.

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

Where the Society processes other special categories of data, such as information about ethnic origin, sexual orientation, health, religion or belief, this is for equal opportunities monitoring purposes.

For some roles, the Society is obliged to seek information about credit/criminal convictions and offences. Where the Society seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights.

How we process references

We will use the details that you provide regarding your named referees in order to request a reference for you. If you provide personal contact details for your named referees, for example, for the purposes of a personal reference, by providing these details to us you are confirming that you have the named referees' consent to provide such information to us.

If you are named as a referee, we will use the personal contact details provided to us by the job applicant in order to contact you to request a reference. We will subsequently process any information you provide in response to a reference request (as set out above) in accordance with our legitimate business interests to carry out reference checks for prospective employees.

Information about criminal convictions

We envisage that we may process information about criminal convictions for some roles. If this applies to the role you have applied for we will notify you.

We will collect information about your criminal convictions history (conditional on checks and any other conditions, such as references, being satisfactory).

We are required to carry out a criminal records check in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role. In particular:

- many roles within the Society require a high degree of trust and integrity due to the nature of the work the Society does and so we would like to ask you to seek a basic disclosure of your criminal records history.

We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data.

Automated decision-making

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

Who has access to data?

Your information will be shared internally for the purposes of the appointment exercise. This includes members of the Company Secretarial and appointment team, interviewers involved in the appointment process, and IT staff if access to the data is necessary for the performance of their roles.

The Society will not share your data with third parties, unless your application is successful. The Society may then share your data with former employers to obtain references for you, employment background check providers Experian or Verifile to obtain necessary credit checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

The Society will not transfer your data outside the European Economic Area.

All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies.

We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

How does the Society protect data?

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 business need to know. 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.

For how long does the Society keep data?

If your application is unsuccessful, the Society will hold your data on file for 6 months after the end of the relevant appointment process, subject to any additional legal obligations and in accordance with any legitimate interests of the company.

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 appointment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with applicable laws and regulations.

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

If your application for employment is successful, personal data gathered during the appointment 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:

- **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.
- **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.
- **Request a** manual review of the credit check profiling.

If you would like to exercise any of these rights, please contact the Company Secretary stating that the Society 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 the Society during the appointment process. However, if you do not provide the information, the Society may not be able to process your application properly or at all. 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.