



## Recruitment Privacy Statement - Cambridge Building Society

As part of any recruitment process, the Cambridge Building Society collects and processes personal data relating to job applicants. We are committed to being transparent about how we do this and to meeting the UK's data protection laws.

### What information does the Cambridge Building Society collect?

We will collect a range of information about you. This includes but is not limited to;

- 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 the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK

We may collect 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 tests.

We may also collect the following personal data about you from third parties:

- CV information provided by recruitment agencies;
- references supplied by former employers;
- information from employment background check providers;
- information from credit checks; and
- information about criminal offences from the Disclosure and Barring Service (if this is required for the role you are applying for).

With the exception of information initially provided to us by recruitment agencies and information in the public domain, such as LinkedIn profiles, 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 management systems and on other IT systems (including email).

### Why does the Cambridge Building Society process personal data?

The Cambridge Building Society needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you once a formal job offer is made. In some cases, we 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.

When recruiting for certain roles we will apply for a Disclosure and Barring Service background check which may provide us with information about criminal offences. We will only conduct these checks where we have a legal obligation as a financial services organisation to do so.

The Cambridge Building Society has legal obligation, contractual necessity, legitimate interest and vital 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 a job should be offered to. We may also need to process data from job applicants to respond to and defend against legal claims.

We may process information about whether or not applicants are disabled to make reasonable adjustments 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 categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, is for equal opportunities monitoring purposes.

The Cambridge Building Society will not use your data for any purpose other than the recruitment exercise for which you have applied.

### **Who has access to data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the People 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.

The Cambridge Building Society will not share your data with any 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, employment background check providers to obtain necessary background checks, Credit Checks and the Disclosure and Barring Service to obtain necessary criminal records checks (where applicable).

### **Transfer of your information out of the UK**

During the recruitment process we will keep all information that we collect about you within the UK and Ireland. If this changes, we will notify you and update this privacy statement.

### **How does the organisation protect data?**

The Cambridge Building Society 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 the organisation keep data?**

If your application for employment is unsuccessful, the Society will hold your data on our files for a further 6 months for consideration for future employment opportunities for which you may be suited and in case it is needed for the defence of any claim you may bring against the Cambridge Building Society. At the end of that period your data will be deleted but may be held in our archive emails and back up servers.

*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. We have an internal policy that sets out how long we keep certain categories of personal data for.*

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### **Your rights**

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

- access and obtain a copy of your data on request;
- request that the Cambridge Building Society change incorrect or incomplete data;
- require the organisation 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 the organisation is relying on its legitimate interests as the legal ground for processing; and
- request a human review of an automated decision made about you.

### **For more information**

For further information about how to exercise any of these rights please call our Customer Contact Centre, ask in one of our branches/stores, or email our Data Protection Officer directly at [dpofficer@cambridgebs.co.uk](mailto:dpofficer@cambridgebs.co.uk)

If you are unhappy about how your personal information has been used, please refer to our complaints policy. You also have a right to complain to the Information Commissioner's Office which regulates the processing of personal information. For more information visit [ico.org.uk](http://ico.org.uk)

If you would like to exercise any of these rights, please contact:

The People Manager  
 The Cambridge Building Society  
 PO Box 232  
 51 Newmarket Road  
 Cambridge  
 CB5 8FF

If you believe that the Cambridge Building Society has not complied with your data protection rights, you can complain to the Information Commissioner. For more information visit [ico.org.uk](http://ico.org.uk).

**What if you do not provide personal data?**

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

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