

## **Candidate Privacy Notice**

### **Who are we**

UK Finance is the collective voice for the banking and finance industry. Representing more than 300 organisations across the industry, we act to enhance competitiveness, support customers, and facilitate innovation.

UK Finance is a limited company (with company number 10250295) registered at 1 Angel Court, London, EC2R 7HJ.

You can find more information about UK Finance by clicking [here](#)

UK Finance is registered with the Information Commissioners Office - Registration Number ZA274661.

You are being issued with a copy of this Privacy Notice because you are applying for work with us (whether as an employee, worker or contractor).

This Privacy Notice lets you know what happens to any personal data that you give to us, or any that we may collect from or about you in the course of applying for work with us. It also contains useful information about who to contact in the event you have a question or query.

### **Our commitment to you**

At UK Finance we foster a culture that values data protection through knowledge, transparency, awareness, and communications.

Our aim is to build and maintain trust and confidence with all whom we engage with, when handling personal data.

### **Personal Data**

In connection with your application for work with us, we will collect, store, and use the following categories of personal data about you:

- The information you have provided to us in your curriculum vitae and any covering letter including information related to your educational background
- Any information you provide to us during an interview
- Information related to your gender and age
- Any test that you have completed as part of the application process

We may also collect, store and use the following types of special category data:

- Information about your race or ethnicity, religious beliefs, sexual orientation, biological sex, and socio-economic background.
- Information about your health, including any medical condition, disability, health, and sickness records.
- Information about criminal convictions and offences.

We may collect personal data about candidates from the following sources:

- You, the candidate
- Recruitment agencies
- Home Office (for right to work checks)
- **uCheck** our background check provider, from which we collect credit history, unspent convictions, or conditional cautions. uCheck is recognised by the Disclosure and Barring Service (DBS – formerly the Criminal Record Bureau) as a top Responsible Organisation for Basic Checks and a Registered Umbrella Body for Standard and Enhanced Checks. Please review their **Privacy Notice**
- Your named referees, from whom we collect the following categories of data: Dates of employment, job title, personal performance.

#### **How we use information about you**

We will use the personal data we collect about you to:

- Assess your skills, qualifications, and suitability for the role.
- Carry out background and reference checks, where applicable.
- Communicate with you about the recruitment process.
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.

It is in our legitimate interests to decide whether to appoint you to the role since it would be beneficial to our business to appoint someone to that role.

We also need to process your personal data to decide whether to enter into a contract of employment with you.

If you choose not to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we may not be able to process your application successfully. 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.

#### **How we use special category data**

We will use your particularly sensitive personal data in the following ways:

- We will use information about your disability status to consider whether we need to provide appropriate adjustments for you during the recruitment

process.

- We will use information about your race or national or ethnic origin, biological sex, sexual orientation, socio economic background and religious beliefs to ensure meaningful equal opportunity monitoring and reporting in accordance with any governing legislation.
- We may process information related to criminal convictions via Disclosure checks.

### **Automated decision making**

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

### **Data Sharing**

We will sometimes use third party suppliers to help us deliver services and products. When we do so we carry out due diligence assessments to ensure the supplier has appropriate data protection and security standards and our contracts include stipulations governing the processing of personal data in accordance with applicable data protection laws, regulations and regulatory guidance.

- CRM system providers
- IT and business services providers
- External Auditors
- Legal advisors
- Software applications, platform and website
- Analytics, social media and marketing management, website live chat
- Publishing services providers

We may share personal data with other third-party organisations in the following circumstances:

- If we are discussing a merger or acquisition; reorganised or sold, personal data may be transferred to respective third parties under suitable terms as to confidentiality;
- If we are required to by law, or under any statutory code, or if we are requested by a government or regulatory authority,
- If we are investigating or defending any legal claim

We do not sell personal data.

### **Where we store or transfer your personal data**

We would usually ensure that the majority of personal data we store or process is within the UK or European Economic Area (EEA).

There may however, be situations where the data that we collect from you may be transferred to, and stored at, a destination outside the UK and EEA”).

In those circumstances, we will ensure an equivalent level of protection for personal data. By putting in place appropriate safeguards to ensure that your data is adequately protected.

### **How long we use my information for**

We will retain your personal data for a period of 12 months after we have communicated to you our decision about whether to offer you a role at UK Finance. We will securely destroy your personal data in accordance with our data retention policy thereafter.

If you are successful in your application the Employee Privacy Notice will then be applicable.

### **Security of your personal data**

We take appropriate technical and organisational measures to ensure that your information is secure.

We have appointed a Data Protection Officer to ensure that our management of personal data is in accordance with this Privacy Notice and the applicable legislation.

The transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of the data transmitted to our site; any transmission of your data is at your own risk. Once we have received your information, we will use procedures and security features to try to prevent unauthorised access.

### **Your rights**

Data protection laws give you certain rights in relation to the data we hold on you.

These include the following rights to:

- request a copy of the personal data we hold about you;
- request that we supply you (or a nominated third party) with a copy of the personal data that you provided to us;
- inform us of a correction to your personal data
- exercise your right to restrict our use of your personal data
- exercise your right to erase your personal data; or
- object to the ways in which we are using your personal data.

Your ability to exercise these rights will depend on a number of factors and in some instances, we will not be able to comply with your request e.g. because we have legitimate grounds for not doing so or where the right doesn't apply to the particular data we hold on you.

Where you have provided consent to our use of your data, you also have the unrestricted right to withdraw that consent at any time. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use. There will be no consequences for withdrawing your consent. If you would like more information on these rights, please contact us using the details below.

### How to contact us

Questions, comments and requests regarding this Privacy Notice are welcomed and should be addressed to [dpo@ukfinance.org.uk](mailto:dpo@ukfinance.org.uk).

If you have a concern about any aspect of our privacy practices, you can make a complaint. This will be acted upon promptly. To make a complaint, please contact us via one of the methods set out above. If you are not satisfied with our response to your complaint, you have the right to lodge a complaint with our supervisory authority, the Information Commissioner's Office (ICO). You can find details about how to do this on the ICO website at <https://ico.org.uk/concerns/> or by calling their helpline on 0303 123 1113.

### Updates

This policy is kept under review, and changes may be made from time to time. Updates:

September 2024