

**Global Banking School**

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## **GBS Job Applicant Privacy Notice**

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## **1. Job applicant privacy notice**

1.1. Global Banking School (GBS) is aware of its obligations under the United Kingdom General Data Protection Regulation (UK GDPR) and current data protection legislation under Data Protection Act 2018 (DPA) and is committed to processing your data securely and transparently. This privacy notice sets out, in line with data protection obligations, the types of data that we collect and hold on you as a job applicant. It also sets out how we use that information, how long we keep it for and other relevant information about your data.

## **2. Data controller details**

2.1. GBS is a data controller, meaning that it determines the processes to be used when using your personal data. Our contact details are as follows: Global Banking School, 891 Greenford Road, London, UB6 0HE.

## **3. Data protection principles**

3.1. In relation to your personal data, we will:

- process it fairly, lawfully and in a clear, transparent way
- collect your data only for reasons that we find proper for the course of your employment in ways that have been explained to you
- only use it in the way that we have told you about
- ensure it is correct and up to date
- keep your data for only as long as we need it
- process it in a way that ensures it will not be used for anything that you are not aware of or have consented to (as appropriate), lost or destroyed.

## **4. Types of data we process**

4.1. We hold many types of data about you, including:

- your personal details including your name, address, date of birth, email address, phone numbers
- your photograph

- gender
- marital status
- whether or not you have a disability
- information included on your CV including references, education history and employment history
- documentation relating to your right to work in the UK
- driving licence.

## **5. How we collect your data**

- 5.1. We collect data about you in a variety of ways including the information you would normally include in a CV or a job application cover letter, or notes made by our recruiting officers during a recruitment interview. Further information will be collected directly from you when you complete forms at the start of your employment, for example, your bank and next of kin details. Other details may be collected directly from you in the form of official documentation such as your driving licence, passport, or other right to work evidence.
- 5.2. In some cases, we will collect data about you from third parties, such as employment agencies, former employers when gathering references or credit reference agencies.
- 5.3. Personal data is kept in personnel files or within the Global Banking Schools internal HR and IT systems.

## **6. Why we process your data**

- 6.1. The law on data protection allows us to process your data for certain reasons only:
- in order to perform the employment contract that we are party to
  - in order to carry out legally required duties
  - in order for us to carry out our legitimate interests
  - to protect your interests and
  - where something is done in the public interest.
- 6.2. All of the processing carried out by us falls into one of the permitted reasons. Generally, we will rely on the first three reasons set out above to process your data.
- 6.3. We need to collect your data to ensure we are complying with legal requirements such

- carrying

- we must process data for reasons of substantial public interest
- you have already made the data public.

7.3. We will use your special category data for the purposes of equal opportunities monitoring.

7.4. We do not need your consent if we use special categories of personal data in order to carry out the following purposes:

screening your application and interviewing you, the IT department where you require access to our systems to undertake any assessments requiring IT equipment.

- 10.2. In some cases, we will collect data about you from third parties, such as employment agencies.
- 10.3. Your data will be shared with third parties if you are successful in your job application. In these circumstances, we will share your data in order to obtain references as part of the recruitment process/obtain a criminal record check etc.
- 10.4. We do not share your data with bodies outside of the European Economic Area.

## **11. Protecting your data**

- 11.1. We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction and abuse or accessed in an unauthorised way. We have implemented processes to guard against such. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business on a need-to-know basis. Where we share your data with third parties, we provide written instructions to them to ensure that your data are held securely and in line with data protection requirements. Third parties must implement appropriate technical and organisational measures to ensure the security of your data. They will only process your personal information on our instructions, and they are subject to a duty of confidentiality.
- 11.2. Details of these measures may be obtained from the Data Protection Officer, email: [dpa@globalbanking.ac.uk](mailto:dpa@globalbanking.ac.uk). 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.

## **12. How long we keep your data for**

- 12.1. In line with data protection principles, we only keep your data for as long as we need it for and this will depend on whether or not you are successful in obtaining employment with us.
- 12.2. If your application is not successful and we have not sought consent or you have not provided consent upon our request to keep your data for the purpose of future suitable

job vacancies, we will keep your data for 3 months once the recruitment exercise ends.

12.3.



13.2. 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. However, in some cases, we may continue to use the data where so permitted by having a legitimate reason for doing so.

13.3. If you wish to exercise any of the rights explained above, please contact [hr@globalbanking.ac.uk](mailto:hr@globalbanking.ac.uk).

#### **14. Making a complaint**

14.1. The supervisory authority in the UK for data protection matters is the [Information Commissioner's Office \(ICO\)](#). If you think your data protection rights have been breached in any way by us, you are able to make a complaint to the ICO.