

## 1. Purpose of This Notice

Kingdom Bank is committed to protecting the privacy and security of your personal information.

This Recruitment Privacy Notice explains how we collect and use personal information about you during the recruitment and selection process, in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This notice applies to all job applicants, whether applying directly or through a recruitment agency. This notice does not form part of any contract of employment.

## 2. Data Controller

Kingdom Bank is a “data controller”, meaning that we are responsible for deciding how we hold and use personal information about you.

### Contact details:

Kingdom Bank Limited  
Media House, Padge Road, Beeston  
Nottingham, NG9 2RS  
Website: [www.kingdom.bank](http://www.kingdom.bank)

If you have any questions about this notice or how your personal information is handled, please contact the People Team on [people@kingdom.bank](mailto:people@kingdom.bank) or the Data Protection Officer on [DPO@kingdom.bank](mailto:DPO@kingdom.bank).

## 3. Data Protection Principles

We will comply with data protection law. This means that the personal information we hold about you must be:

- Used lawfully, fairly and transparently
- Collected only for valid purposes that we have clearly explained
- Relevant and limited to what is necessary
- Accurate and kept up to date
- Kept only as long as necessary
- Kept securely

## 4. Personal Data We Collect

Personal data means any information about an individual from which that person can be identified.

During the recruitment process, we may collect and process the following categories of personal data:

- Personal contact details (name, address, telephone number, email address)
- CVs, application forms, covering letters and interview notes
- Employment history, qualifications, skills and experience
- Right-to-work documentation and copies of identity documents
- Date of birth (as part of right to work checks)
- References and background check results
- Assessment or test results
- Information relating to remuneration expectations

- Equality and diversity monitoring information (where provided)
- Background screening information, including regulatory, credit or criminal record checks, where required for the role

## 5. Special Category and Criminal Records Data

We may also collect, store and use more sensitive types of personal information where legally permitted, including:

- Health information, including disability details, to make reasonable adjustments during the recruitment process
- Equality and diversity information for monitoring and reporting purposes
- Information about criminal convictions and offences, where appropriate and lawful, given the nature of the role

Criminal records data will only be processed where relevant to the role and in line with our legal obligations and internal policies, including roles subject to financial services regulation.

## 6. How We Collect Your Personal Information

We collect personal information about candidates:

- Directly from you via application forms, CVs, interviews or correspondence
- From recruitment agencies acting on your behalf
- From referees, once an offer has been made
- From background screening providers, including credit reference agencies or the Disclosure and Barring Service (where applicable)

## 7. How We Will Use Information About You

We will only use your personal information where the law allows us to.

Most commonly, we will use your personal information:

- To make decisions about your recruitment or appointment
- To assess your suitability for the role
- To communicate with you during the recruitment process
- To verify your eligibility to work in the UK
- To carry out background, regulatory and fitness and propriety checks where required
- To meet legal, regulatory and governance obligations
- For equal opportunities monitoring

## 8. Lawful Bases for Processing

We process your personal information under the following lawful bases, consistent with our Employee Privacy Notice:

- **Contractual necessity** – to take steps at your request prior to entering into an employment contract
- **Legal obligation** – where necessary to comply with employment, immigration or financial services regulations

- **Legitimate interests** – to manage and operate an effective recruitment process, provided your interests do not override those interests
- **Consent** – where required, such as retaining your details for future opportunities

Special category data is processed either to comply with employment law obligations, in the public interest, or with your explicit consent where required.

## 9. Data Sharing

We may share your personal information with:

- Kingdom Bank employees involved in recruitment and selection
- Recruitment agencies acting on our behalf
- Third-party service providers, including background screening and occupational health providers
- Regulators or law enforcement agencies where required by law

All third parties are required to respect the security of your data and to process it in accordance with our instructions and the law.

## 10. International Transfers

We do not routinely transfer recruitment data outside the UK. If this position changes, appropriate safeguards will be put in place to ensure a similar level of protection.

## 11. Data Security

Kingdom Bank takes the security of personal data seriously. We have put in place appropriate technical and organisational measures to protect personal information against accidental loss, unauthorised access, alteration or disclosure.

Access to personal information is limited to those who have a genuine business need to know.

## 12. Data Retention

If your application is unsuccessful, we will normally retain your personal information for **up to 12 months** following the close of the recruitment process, unless we have a lawful reason to retain it for longer or you consent to being considered for future roles.

If you are successful, your recruitment information will be transferred to your personnel file and handled in accordance with the Kingdom Bank Employee Privacy Notice.

## 13. Your Rights

Under UK data protection law, you have the right to:

- Request access to your personal information
- Request correction of inaccurate or incomplete information
- Request erasure of your personal information
- Object to or restrict processing
- Request the transfer of your personal information

- Withdraw consent where processing is based on consent

Requests should be made to the Data Protection Officer.

#### 14. Complaints

If you have concerns about how Kingdom Bank processes your personal information, you have the right to make a complaint to the Information Commissioner's Office (ICO):

Website: [www.ico.org.uk](http://www.ico.org.uk)

Telephone: 0303 123 1113

#### 15. Changes to This Notice

We reserve the right to update this Recruitment Privacy Notice at any time. We will provide an updated version when any significant changes are made.