



Privacy Notice (Recruitment Process)

Identity and contact details for The Mortgage Lender Limited

The Mortgage Lender Limited is registered as a data controller with the Information Commissioners Office (ICO) under registration number ZA136175

If you have any queries relating to our use of your personal information or any other related data protection questions, please contact us

in writing to:

The Compliance Officer
The Mortgage Lender Limited
5th Floor Atrium Court
50 Waterloo Street
Glasgow
G2 6HQ

by telephone: 0344 257 0428

by email; compliance@themortgagelender.com,

We use Transport Layer Security (TLS) to encrypt and protect email traffic. If your mail server does not support TLS, you should be aware that any emails you send to us may not be protected in transit.

What is the purpose of this document?

The Mortgage Lender is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you. This privacy applies to candidates applying for work with us (whether as an employee, worker or contractor). 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).

Data Protection Principles

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 kind of information we will hold about you

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

- The information you have provided to us in your curriculum vitae and covering letter.
- The information you have provided on our recruitment forms, including name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications, Regulatory or professional body identification information.
- Any information you provide to us during an interview.
- Video applications or any other media that forms part of our application process
- CCTV footage and other information obtained through electronic means

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

- Information about your race or ethnicity, religious beliefs and sexual orientation.
- Information about your health, including any medical condition, health and sickness records.
- Information about criminal convictions and offences.
- Information about your credit history

How your personal information is collected

We collect personal information about candidates from the following sources:

- You, the candidate.
- Any recruitment agency, from which we collect any category of data specified in this document.
- Any online jobsite, from which we collect any category of data specified in this document.
- Any background check provider, from which we collect any category of data specified in this document.
- Any credit reference agency, from which we collect any category of data specified in this document.
- Disclosure and Barring Service in respect of criminal convictions where appropriate.
- Your named referees, from which we collect any category of data specified in this document.
- Data from third parties which is from a publicly accessible source such as social media, search engines and other online public records.

How will we use information about you

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

- Assess your skills, qualifications, and suitability for the work.
- 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 work since it would be beneficial to our business to appoint someone to that work.

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

Having received your CV and covering letter or your application form and the results from any tests which you undertook as part of the recruitment process, we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the role or work. If we decide to offer you the role or work, we will then take up references and carry out a criminal record and carry out any other checks, such as credit history, before confirming your appointment.

If you fail to provide personal information

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will 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 particularly sensitive information

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

- We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during a test or interview.
- We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.
- We will use your professional registrations to determine if you meet employability criteria.

Information about criminal convictions and credit history

We will collect information about your criminal convictions history and credit history if we would like to offer you the work (conditional on checks and any other conditions, such as references, being satisfactory). We are entitled to carry out a criminal records and credit history check in order to satisfy ourselves that there is nothing in your criminal convictions or credit history which makes you unsuitable for the role. In particular:

- We are legally required to carry out checks for those carrying out work involving certain relevant roles.
- A role that requires a high degree of trust and integrity and so we would seek a basic disclosure of your criminal records and credit 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

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

Data sharing

Why might you share my personal information with third parties?

We will only share your personal information with the following third parties for the purposes of processing your application: a search consultancy, recruitment agency or background checking agency. 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.

Data Security

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.

Data Retention

How long will you use my information for?

We will retain your personal information for a minimum period of 6 months after we have communicated to you our decision about whether to appoint you. 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 recruitment 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 we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

Rights of access, correction, erasure and restriction

Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- 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.
- 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.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact using the details at the top of this notice.

Right to withdraw consent

When you applied for a role, you provided consent on the date of application to us processing your personal information for the purposes of the recruitment exercise. You have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please contact us using the details at the top of this notice.

Once we have received notification that you have withdrawn your consent, we will no longer process your application and, subject to our retention policy, we will dispose of your personal data securely

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. You can do so via their website www.ico.org.uk or in writing to; Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF