



Privacy Summary for Job Applicants

When you apply for a job with the Bank we will need to collect personal information from you and this information falls in-scope of UK data protection laws. This note summarises some important aspects of how we collect, use, hold, share and dispose of this information.

Who collects the information?

Scottish Investment Services Limited ('we', 'us' or 'our') – which will be a 'data controller' for data protection legislation purposes. Information about you may also be collected for us by recruitment partners and we carry out financial and other checks using *Experian*. Information may be held at our offices or by 3rd parties on our behalf.

You will also be asked to undertake the Scottish Government's Baseline Personal Security Standard ('BPSS') screening and complete a BPSS application form.

Data protection principles

We will comply with these principles, as set out in our Employee Data Protection Policy

About the information we collect and hold

We will collect a certain amount of personal information in order to progress to the short-listing stage in the recruitment process – this is detailed in the full notice (Part A of the Schedule).

We will collect additional personal information before making a final offer to recruit – this is also detailed in the full notice (Part B of the Schedule).

We try to ensure that the collection and processing of your information is always proportionate and will let you know about any changes to our collection or use of such information.

How long we keep your information

We will only keep personal information and recruitment information for as long as necessary. How long we keep the information for will depend on whether you are employed by us and in relation to keeping information in respect of evidencing non-discrimination. Once information is no longer needed, it will be destroyed.

Your right to correct and access your information and to ask for it to be erased

Please contact our Data Protection Officer ('DPO') at dataprotection@thebank.scot

Keeping your personal information secure

We have appropriate security measures to protect your personal information. We limit access to your information to those with a genuine business need and subject to confidentiality obligations. We have procedures to deal with security breaches and will notify you and the regulator where necessary.

How to complain

If you have queries or concerns about this summary or the full notice or about our use of your personal information, please contact the DPO at dataprotection@thebank.scot. If we do not address your query or concern you can contact the Information Commissioner at <https://ico.org.uk/concerns/> or telephone 0303 123 1113 for information about your rights and how to complain.

You can see our full privacy notice [here](#)