**CONFIDENTIAL Committed to fairness and equality at work**

BNP Paribas Personal Finance promotes equality of opportunity and is committed to ensuring that no individual is discriminated against on the grounds of age, disability, gender identity, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

BNP Paribas Personal Finance Pre-engagement form - Contactors

|  |
| --- |
| **Position for which you are applying** |
|  |

|  |  |
| --- | --- |
| **Title** |  |
| **Forename(s) as detailed on your passport** |  |
| **Surname** |  |
| **Maiden Name (if applicable)** |  |
| **Preferred forename / Known as name (if applicable)** |  |

|  |  |
| --- | --- |
| **Date of Birth** |  |

|  |  |
| --- | --- |
| **Do you require a work permit for the UK?** | **NI Number** |
|  |  |

|  |  |
| --- | --- |
| **Current Address (Including postcode)** | **Home Telephone Number** |
|  |  |
| **Mobile Number** |
|  |
| **Email Address** |
|  |

|  |  |
| --- | --- |
| **Previous Addresses covering the last 3 years (Including postcode)** | **Dates (from-to)** |
|  |  |
|  |  |
|  |  |
|  |  |

Details of Professional Qualifications (e.g. CIPD, 6Sigma)

Copies of relevant certificates for the role you are applying for will be required

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School / College / University** | **Qualification** | **Course Start Date** | **Course End Date** | **Grade** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Screening Form for Contractor Not Resident in the UK or Ireland**

Creation Financial Services Limited (company number 1091883), trading as BNP Paribas Personal Finance UK (**PF UK**), of Chadwick House, Blenheim Court, Solihull, B91 2AA is required to ensure that Contractors have appropriate levels of honesty, integrity and financial soundness to conduct roles within the business.

The assessment to determine suitably for a role is completed both initially and then on an ongoing basis by PF UK undertaking screening checks in line with its Human Resources policy and is the legal basis on which PF UK processes your personal data in connection with the screening process described below.

PF UK will ensure that the screening is carried out in compliance with the UK General Data Protection Regulation and/or EU General Data Protection Regulation (as applicable) (together, the **GDPR**).

Please read this form carefully as it informs you how your personal data will be processed. For further information on how your personal data is processed and your rights in respect of this processing, please refer to the PF UK HR Team at hr.team@bnpparibas-pf.co.uk.

A description of the screening checks completed is outlined in the table below.

|  |  |  |
| --- | --- | --- |
|  | **Screening Description** | **Personal data storage** |
| BNP Paribas Personal Finance UK | **Financial Security**   * Cifas (Fraud Prevention Service) * Sanctions and PEP checks * Media Search/internet trawl against name for negative news articles relating to Money Laundering, Fraud, Terrorism or Convictions. | * Stored on Human Resources - BNP Paribas Personal Finance UK secured drives. |

PF UK is committed to eliminating staff fraud across the financial services and related industries and supports the use of fraud prevention databases. The personal information we have collected from you (Name, Address, DOB, NI Number or Passport Number, Email Address and Telephone Number) will be shared with the UK fraud prevention service CIFAS who will use it to prevent fraud, other unlawful or dishonest conduct, malpractice, and other seriously improper conduct. If any of these are detected you could be refused certain services or employment or the ability to act as a Contractor. Your personal information will also be used to verify your identity. Further details of how your information will be used by us and CIFAS, and your data protection rights, can be found by following this link – [www.cifas.org.uk/fpn](http://www.cifas.org.uk/fpn).

Should our investigations identify fraud or the commission of any other criminal offence by you when applying for or during the course of Contracting with PF UK, it will record details of this on fraud prevention databases. The information may be accessed from the UK and other countries and used by law enforcement agencies and by PF UK and other employers (and potential employers) to prevent fraud. Please write to PF UK’s Fraud Manager if you want to receive details of the relevant fraud prevention databases through which we share information.

The performance of the sanctions, Politically Exposed Persons and media searches may also involve the use of computer systems operated by other members of the BNP Paribas Group. In this case, your personal data will be provided to the group member only for the purposes of carrying out the screening checks and the group member will not use that personal data for its own purposes.

We may also confirm to other members of the BNP Paribas Group that we have completed the screening checks on you. This may happen for audit purposes, because it is in our group’s legitimate interest to ensure that group members are complying with their legal obligations.

We are unable to release information regarding the credit and fraud checks completed other than the outcome. Should you require further information please contact the appropriate credit reference agency or CIFAS.

PF UK will carry out all other necessary background checks as notified to you by PF UK relating to your Contractor status with PF UK.

Some of the information you have provided in your application will be held electronically. Appropriate technical and organisational measures are in place to ensure the confidentiality of the data. Access is restricted to limited authorised personnel. Databases used to store your personal data for screening checks are located within the UK. Should this change we will impose contractual obligations on the recipients of that data so that it is protected to the same standard as required under the GDPR.

Personal data, which may include special category personal data (as defined by the GDPR) obtained on you, will be stored by PF UK and its appointed third party as detailed in the table above.

The data will be stored for six years after the end of your contract. If you are an applicant and your application is unsuccessful, the data will be stored for 12 months from date the selection process was concluded. In each case these are default periods however we may need to store the data for longer in specific circumstances, such as where the data is required in connection with legal or regulatory action.

**Queries and issues**

If you have any queries about the content of this Screening Form or the screening checks in general, please contact hr.team@bnpparibas-pf.co.uk.

You are also entitled to contact our Data Protection Officer at Creation Financial Services Limited, Chadwick House, Blenheim Court, Solihull B91 2AA, but we would prefer you to contact our HR Team on the above email address where possible.

If you have any issues or concerns in respect of this Screening Form or the screening checks, we would welcome the opportunity to resolve them. Please contact us as above. However, if we are unable to resolve your complaint, you may make a complaint to the Information Commissioner’s Office. Please see https://ico.org.uk/make-a-complaint/ for more information.

**Declaration**

I declare that:

* I have read and understood the content of this Screening Form (together with the relevant data protection notice) and that I have no objection to my personal data being processed in the way described above.
* The information given is, to the best of my knowledge, true and complete.
* I understand that if any information I have given is found to be materially inaccurate or false that I am liable to removal from the Contractor role with PF UK without notice or immediate removal from the application process (as applicable).

Please sign and date below to acknowledge you have read, understood and agree to the above statements.

Signature

Date