

Candidate Privacy Notice

For the purposes of recruitment RBS¹ needs to collect and process information about candidates. RBS will be the data controller in respect of the processing of this information. This notice is intended to provide you with information about the processing of your information for recruitment purposes only. (We have a separate notice for Employee Information)

1. WHAT INFORMATION DO WE COLLECT?

In our candidate selection process we collect and use information that you volunteer, for example information you include in your CV or may post on jobseekers websites and job boards. In considering your application, we will only collect and use the information that we need in order to process your application. The types of information RBS collects and processes in relation to candidates may include (subject to local requirements) the following:

- Name
 - Contact details
 - Candidate status
 - Work history/job data
 - Education and qualifications
 - Compensation
 - Employer feedback / references
 - Nationality / visa / right to work permit information
 - Administrative and national identifying numbers (e.g. passport, driving licence, National Insurance numbers)
 - Results of screening checks (e.g. credit history, criminal records checks where permitted under local law) – see section 2 below for more information about screening checks
- (collectively known as “Candidate Information”)

Some categories of Candidate Information warrant greater protection (“Sensitive Candidate Information”), which include information relating to a person’s:

- Physical or mental health or condition (including genetic data)
- Sexual orientation
- Trade union membership
- Racial or ethnic origin
- Political opinions
- Religious or philosophical beliefs
- Criminal history (including commission or alleged commission of a criminal offence)

RBS only collects this information: (i) where permitted by local law (e.g. for the purposes of equal opportunities monitoring); and (ii) where necessary for recruitment for the role you are applying for. If required by local law, your consent may be requested for the processing of this information.

2. SCREENING CHECKS

As part of the Selection process, RBS performs a number of screening checks, where permitted by local law. These checks are only performed on candidates who have been selected for a role. Your consent will be requested before screening checks are performed.

2.1. Criminal records checks

Given the nature of our business, we have legal and regulatory obligations to ensure that the people we employ can be relied upon to handle client money and information responsibly. We therefore ask questions about any prior civil or criminal proceedings you may have been subject to and may also conduct criminal record checks.

2.2. Credit reference agencies

We will undertake searches about you at credit reference agencies who will supply us with information, including information from the electoral register, in support of our recruitment decision. The agencies will record details of the search but will not make them available for use by lenders to assess your ability to obtain credit. We may use scoring methods to assess this application and to verify your identity.

¹ For the purposes of this document RBS means all entities within the RBS Group (including entities in which an RBS entity has a ≥50% interest or a controlling interest).

You have the right of access to your personal records held by credit reference agencies. We will supply their names and addresses upon request.

2.3. Fraud prevention agencies

To prevent or detect fraud, or assist in verifying your identity, we may now and periodically make searches of Group records and at fraud prevention agencies. Should our investigations identify fraud or the commission of any other criminal offence by you (on your part) when applying for, or during the course of your employment with us, we will record details on this on fraud prevention databases. This information may be accessed from the UK and other countries and used by law enforcement agencies and by us and other employers (and potential employers) to prevent fraud. Please contact us if you want to receive details of the relevant fraud prevention databases through which we share information.

2.4. Regulatory screening

In order to comply with our legal and regulatory obligations in relation to anti-money laundering and sanctions restrictions, we will screen your name against global sanctions lists. The screening will simply involve searching our internal and third party databases to ensure you are not on a sanctioned list. We are not able to employ anyone on a sanctions list.

In addition, in order to comply with our legal obligations relating to anti-bribery and corruption, we will also perform searches and ask questions to assess whether there is a potential bribery or corruption risk to the role based on your personal and political associations. If there is a risk we will look to assess what additional internal controls we need to put in place to reduce that risk.

3. HOW WILL YOUR INFORMATION BE USED?

This information will only be processed in relation to considering your application for a role with RBS, as described below, and in accordance with applicable local laws.

3.1. Information Collection

RBS may use external service providers to collect, process and/or validate Candidate Information. RBS requires that any such external service provider will ensure adequate protection for Candidate Information and complies with local legal requirements.

RBS may collect candidate feedback and opinions periodically (e.g. surveys) for business purposes, such as improving processes. You are free to choose whether to respond to these surveys or not to respond and will not suffer reprisals for your decision.

3.2. Disclosure Within RBS

To operate as a global business, it may be necessary for us to share Candidate Information between RBS businesses (e.g. as some of our processes are centralised). This may involve transferring Candidate Information outside your country of residence, and potentially to countries which are not regarded as providing an adequate level of protection for personal data by your local legislation. Processing and/or transfer of Candidate Information and release of information within RBS and/or to third parties outside your country of residence is subject to local law and, where required, will be subject to your consent, and we will ensure that adequate security measures and other local legal requirements are met.

3.3. Disclosure to Third Parties

- RBS may be obliged to disclose certain Candidate Information to third parties such as Government Authorities.
- It may be necessary to disclose certain Candidate Information to a supplier or contractor organisation supplying services on RBS' behalf which require the use and/or creation of Candidate Information.
- It may also be necessary to disclose Candidate Information so as to protect the legal interests and other rights of RBS (for example, recording your information on an external fraud database if the information you have provided is fraudulent).

4. HOW DO WE PROTECT YOUR INFORMATION?

- The RBS Group has policies and procedures in place, including a mandatory Information Security policy, which require that Candidate Information is protected with physical, technical and procedural safeguards that are proportionate to the sensitivity of the personal information which we store. These safeguards are designed to protect your personal information from loss and unauthorized access, copying, use, modification or disclosure. RBS will ensure that third parties who process your information on our behalf also have equivalent or greater safeguards in place.
- The RBS Group also has a mandatory Records Management policy which requires that data is kept for no longer than is required and is then securely destroyed.

5. YOUR RIGHTS

- Under your local law you may have the right to access the information that RBS holds about you (subject to certain legal limitations). To do this you should send a request in writing to your RBS recruitment contact. Similarly, if you are concerned with the accuracy or completeness of any Candidate Information, and you wish to rectify it, please notify your RBS recruitment contact
- You are encouraged to ensure that the Candidate Information you provide to RBS is kept up to date and amend any information which is inaccurate or out of date.



APPLICATION FORM

INSTRUCTIONS:

- 1) Please complete all sections within this document.
- 2) The information you provide must be complete and correct and shall be treated in strict confidence and used for pre-employment screening (PES) purposes.
- 3) All details furnished in this form must completely tally with the copy of resume provided

Position applied for	Location	Source of Application	Date of Interview
A. PERSONAL / CONTACT DETAILS This section requests information used for company records and to administer your benefits			
A1. Full Name (first, middle, last)			
Mr / Mrs / Miss / Dr / Ms (please circle)			
Maiden Name or Other Known Names (please list/declare ALL known names, if applicable)			
Date of Birth: (dd/mm/yyyy) _____ / _____ / _____		Nationality:	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female			
Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced		PAN Number:	
A2. Contact Details (mention the STD code)			
Home Telephone Number	Mobile Number	Personal Email Address	
A3. Emergency Contact Details			
Name:		Relationship:	
Address:			
Contact No:	(Work)	(Home)	(Mobile)
Email:			
B. PRE-EMPLOYMENT SCREENING This section requests information for pre-employment screening purposes			
B1. Proof of Right To Work			
Do you have the legal right to work in India? Please provide details including any Work Permit/Visa details and dates. <input type="checkbox"/> Yes <input type="checkbox"/> No			
B2. Proof of Residency			
Current Address Details			
Block No. & Unit No.:			
Street name:			
City/State:			
Country:	Zip/Postal Code:		
Date of entry to this address (dd/mm/yyyy):			
Permanent Address Details <input type="checkbox"/> Tick if same as above			
Block No. & Unit No.:			
Street name:			
City/State:			
Country:	Zip/Postal Code:		
Dates at this address	From (dd/mm/yyyy):	To (dd/mm/yyyy)	

B3. Proof of Activity – Employment History

Please provide details of your previous employment history – covering the last 2 years. Please list the current or most recent employer first. We require a full record of your activity for the past 2 years and will ask you to provide evidence to support this. Any gaps in employment must be explained and supporting evidence must be provided. Please use **Section D** if you require more space. If more than 3 previous employments, please attach details on **Section D**

CURRENT EMPLOYMENT When can we contact present employer for references (DD/mm/yyyy)?

Name of Company 1:		Contact No:	
Address:			
Position Held and Department:		Employee code:	
Reported to (Name & Position):	Department:	Contact no:	Email ID:
Period of Service From (dd/mm/yyyy):		To (dd/mm/yyyy):	
Reason for Leaving:			
Employment (permanent or temporary)		<input type="checkbox"/> Permanent	<input type="checkbox"/> Temporary
Agency details (if temporary):			
Total Remunerations:			
Fixed salary (p.a.):	Variable salary (p.a.):	Any other benefits:	

PREVIOUS EMPLOYMENT(S)

Name of Company 2:		Contact No:	
Address:			
Position Held and Department:		Employee code:	
Reported to (Name & Position):	Department:	Contact no:	Email ID:
Period of Service From (dd/mm/yyyy):		To (dd/mm/yyyy):	
Reason for Leaving:			
Employment (permanent or temporary)		<input type="checkbox"/> Permanent	<input type="checkbox"/> Temporary
Agency details (if temporary):			
Total Remunerations:			
Fixed salary (p.a.):	Variable salary (p.a.):	Any other benefits:	

PREVIOUS EMPLOYMENT(S)

Name of Company 3:		Contact No:	
Address:			
Position Held and Department:		Employee code:	
Reported to (Name & Position):	Department:	Contact no:	Email ID:
Period of Service From (dd/mm/yyyy):		To (dd/mm/yyyy):	
Reason for Leaving:			
Employment (permanent or temporary)		<input type="checkbox"/> Permanent	<input type="checkbox"/> Temporary
Agency details (if temporary):			
Total Remunerations:			
Fixed salary (p.a.):	Variable salary (p.a.):	Any other benefits:	

B. PRE-EMPLOYMENT SCREENING (cont'd)**B3. Proof of Activity (cont'd)**

Please account for all gaps of employment greater than 3 months during the past 2 years

Start (mm/yyyy)	End (mm/yyyy)	Reason

B4. Education Check (and Relevant Professional Qualifications) IMPORTANT: A copy of mark sheet and degree certificate MUST be attached & data should be correct

Name of School/College/University Attended	Academic Year		Qualification Obtained	ID/Roll number	Program	Percentage/Marks Obtained
	Start (dd/mm/yyyy)	End (dd/mm/yyyy)				
					<input type="checkbox"/> Full time <input type="checkbox"/> Part time	
					<input type="checkbox"/> Full time <input type="checkbox"/> Part time	
					<input type="checkbox"/> Full time <input type="checkbox"/> Part time	
					<input type="checkbox"/> Full time <input type="checkbox"/> Part time	
					<input type="checkbox"/> Full time <input type="checkbox"/> Part time	

Please complete this section only if information is relevant to the role you have applied for

Type of Training/Professional Course	Institution	Qualification	Tear Attained

C. OTHER INFORMATION

This section requires you to declare to the questions below as they might have an impact on your suitability for the role.

For any answers marked with "YES", please specify the explanation in the Section D.

C1. Conflict of Interest

1. Are any of your immediate family members (i.e. parents, spouse, children, siblings) working in a financial institution (including RBS)? If Yes, please specify in the space below (i.e. name of the financial institution which he/she is working in, his/her position, function, department and location of work)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. If your response is "Yes" to Qn 1) above, would there be any potential conflict of interest? Please explain briefly in the space below on reasons why there would/wouldn't be any potential conflict of interest.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Are there any past engagements by yourself that may arise/are ongoing that if the bank were made aware of may have a bearing on your ability or suitability for this role? If Yes, please provide details.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Are you currently engaged in any other business either as a sole proprietor, partner, officer, director, trustee, employee, agent or otherwise?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

C2. Previous Employment

5. Have you ever been dismissed, suspended or asked to resign from any employment? If Yes, please specify	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Have you been employed in RBS before? If Yes, please specify in the space below (i.e. position, function, department and location of work).	<input type="checkbox"/> Yes	<input type="checkbox"/> No

C3. Violation of law

7. Have you ever been convicted on a Court of Law in India or in any other country or contravened or abetted another person in breach of any laws? If Yes, please specify.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Have you ever been declared a bankrupt, or is a discharged bankrupt or entered into a compromise scheme of arrangement with your creditors because of financial difficulties?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Have you ever been arrested, charged, or held by any law enforcement agency for violation of any law? (Include all court-martials while in military service if applicable. Driving offences are excluded). If Yes, please list all charges in the space below, even if they were dismissed.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Are you being subject to any legal/civil proceedings, garnishments, judgements, tax investigations, bad debts or investigation or censure by any regulators? If Yes, please give particulars in the space below.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

C. OTHER INFORMATON (cont'd)		
C4. Other Information		
11. Are you willing to travel within India or overseas if required?		<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Are you willing to work in shifts?		<input type="checkbox"/> Yes <input type="checkbox"/> No
D. ADDITIONAL SPACE		
Section	Additional Information	

E. DECLARATION AND AUTHORISATION**Giving your consent (Please read the following statements carefully and sign below)**

I understand and agree that any appointment is conditional on the verification, to The Royal Bank of Scotland's (RBS) satisfaction, of the information I have provided and that this information is true and complete to the best of my knowledge.

I can confirm that I did not resign or was not dismissed from my previous employment/appointment as a result of any allegation or a conviction involving fraud, dishonesty or violence or for any connection with a breach (or alleged breach) of any of the regulatory organisation rules.

I hereby authorise RBS, or an agent acting on its behalf, to verify information presented, and to the extent permitted by law, to procure investigative and credit history reports for that purpose here, and if appropriate, overseas.

I hereby give my permission for RBS or its subsidiary companies or their appointed agents:

- To carry out such searches as may be necessary, including searches of credit reference agencies, fraud prevention agencies and Global Sanctions Lists, in order to verify the information presented in this application.
- To apply for any reference relating to any previous education or qualification, employer or employment as detailed in this form
- To apply to the relevant body for confirmation of my period(s) of unemployment and details of any benefit(s) paid where applicable.
- To apply to my accountant/solicitor for a reference and to confirm I have been self employed, employed by a family member or a company of which I am the owner/significant shareholder.
- To perform a criminal record check to verify the details I provided.
- To transfer/process my information outside of my country of residence

I consent to these details being held in confidence by RBS, for the purposes of processing my application, ongoing personnel administration (where applicable) and any other purposes detailed in this form.

I will promptly notify RBS of any material changes in the information which I have provided and confirm that I will inform RBS in writing of the details of such changes and any other relevant / material information of which I may become aware at any time after the date of this declaration.

Declaration

I declare that I have read and understood the explanation as to how the personal information I have provided on this form will be processed. By signing this form, I consent to the processing in the manner described.

I confirm that the information I have given is correct and to the best of my knowledge. I understand that the subsequent discovery of any false or misleading information may lead to the withdrawal of any offer or, if so established after commencement of employment, disciplinary action up to and including dismissal. I note that to attempt to gain employment by deception is a criminal offence.

I confirm my understanding and acceptance of all statements in this declaration.

Signature of Applicant _____

Date - _____

For internal use only

RC Code		Department	
---------	--	------------	--