Director

Application Form

## Personal Information

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| --- | --- | --- | --- |
| Name: |   | Member No: |   |
| Address: |   | Tel: |   |
|  |  | Mobile: |  |
|  |  | Postcode: |  |
| Email: |  |  |  |

**(If less than 3 years in current address please provide details of your previous addresses)**

Previous Address:

Previous Address:

Dates:

Dates:

**Why would you like to be a Director of Capital Credit Union?**

# Employment History in the Past 5 Years (any gaps must be accounted for)

|  |  |  |  |
| --- | --- | --- | --- |
| **FROM** | **TO** | **NATURE**(Employed, self em- ployed, volunteer, not employed, full time education) | **EMPLOYER/ROLE DETAILS** |
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Please enclose a copy of your CV with the application form.

Reference details covering the past 5 years may be requested by Capital Credit Union at a later date.

**Disclosure Note:**

# Fitness and Propriety

Capital Credit Union is required to assess all relevant information relating to a candidate’s fitness and propriety. If you have any doubt about the relevance of the information then the information should be disclosed. Capital Credit Union takes non-disclosure very seriously and may consider it to be evidence of dishonesty and/or lack of integrity. In all circumstances, disclosures should be full, frank and unambiguous.

## Please answer the following questions and provide further details where required in the box provided.

1. Have you ever been convicted of any criminal offence (whether spent or not and whether or not in the United Kingdom)? If so, please provide further details.
2. Are you, or have you ever been, the subject of any criminal proceedings, whether in the UK or elsewhere? If so, please provide further details.
3. Have you ever been given a caution in relation to any criminal offence? If so, please provide further details.
4. Have you ever been ordered to produce documents pursuant to any criminal investigation or been the subject of a search (with or without a warrant) pursuant to any criminal investigation? If so, please provide further details.
5. Has any firm at which you hold or have held a position of influence ever been convicted of any criminal offence, been the subject of any criminal proceedings, been ordered to produce documents in relation to any criminal investigation or been the subject of a search? If so, please provide further details.
6. Have you ever been the subject of a judgement debt or award, including all Scottish Decrees or County Court Judgements (CCJs) whether satisfied or not? If so, please provide a full explanation of the events in question including the sums and dates.
7. Are you aware of any proceedings that have begun, or of anyone’s intention to begin proceedings against you for a judgement debt as noted above? If so, please provide further details.
8. Have you ever had a mortgage or loan application declined? If so, please provide further details including the reason.
9. Have you ever been declared bankrupt or made any arrangements with your creditors? If so, please provide further details.
10. Have you ever failed to keep up repayments under any previous or current mortgage, rental or loan agreement? If so, please provide further details.
11. Have you ever been refused authorisation by the regulators to act as an Approved Person? If so, please provide further details.
12. Has any company, partnership or unincorporated association of which you are or have been a controller, director, senior manager, partner or company secretary, in the United Kingdom or elsewhere, at any time during your involvement, or within one year of such an involvement, been put into liquidation, wound up, ceased trading, had a receiver or administrator appointed or entered into any voluntary arrangement with its creditors? If so, please provide further details.
13. Have you ever been disqualified from acting as a director or similar (where you act in a management capacity or conduct the affairs of any company, partnership or unincorporated association)? If so, please provide further details.
14. Are there any other matters which you feel are relevant to your application? If so, please provide details.

## Please provide details here

Privacy Notice

This privacy notice is to let you know how Capital Credit Union Limited collects and looks after your personal information. This includes what you tell us about yourself and what we learn when you apply to become a director. This notice explains how we do this and tells you about your privacy rights and how the law protects you.

## Who We Are

Capital Credit Union is a data controller of the personal information we obtain about you when you apply to become, one of our directors. Our lawful basis for processing this information is compliance with our legal obligations.

You can find out more about us at [www.capitalcreditunion.com/about\_us/](https://www.capitalcreditunion.com/about_us)

You can also contact us at contactus@capitalcreditunion.com or call 0131 225 9901. Our address is

31 Dunedin Street, Edinburgh, EH7 4JG.

## How We Use Your Personal Data

Data protection law says that we are allowed to use personal information only if we have a proper reason to do so. Capital Credit Union uses your personal information in order to maintain compliance with our legal and regulatory obligations in regards to your role as director. This includes:

* + Verifying your membership of the credit union
	+ Reviewing your membership records
	+ Reviewing your employment history
	+ Carrying out credit reference checks
	+ Carrying out searches with Companies House
	+ Carrying out searches of the Financial Services Register
	+ Carrying out Disclosure Scotland checks
	+ Conducting the business of the Capital Credit Union Board of Directors

The GDPR Article 9 Paragraph 2(b) and the Data Protection Act 2018 Schedule 1 Part 1 also permit the processing of special category data, which includes details of political or trade union affiliations, as well as pertinent health related information for employment purposes. We will ask for and hold this information, which will provide safeguards for both the credit union as well as your fundamental rights. The GDPR Article 10 and the Data Protection Act 2018 Schedule 1 Part 1 also permit the processing of data relating to criminal convictions and offences for employment purposes. We will obtain and hold this information, which will provide safeguards for both the credit union as well as your fundamental rights.

## Where We Get Your Personal Data

The personal information that we record is provided by you when you:

* + Apply to be a Director of the credit union
	+ Tell us of a change in your details during the course of your application or after election to the Board of Directors.

We also collect information from your Capital Credit Union membership records including savings ac- counts, loans and mortgages that you have or have had in the past.

We will also obtain your personal information from other external agencies including:

* + Credit Reference Agencies
	+ Register of Insolvencies
	+ Disclosure Scotland
	+ Financial Services Register Companies House

## How We Share Your Personal Data

In order to conduct the business of the credit union we may share your data with our data processing partners:

* + Financial Regulators
	+ Auditors

## How Long Do We Keep Your Personal Data

Your personal information is kept by us for as long as is necessary to comply with any statutory or le- gal obligations or for audit purposes. This means we will permanently retain your personal data. If you decide not to continue with your application to become a Director at any stage before election to the post, or should you complete your application but are unsuccessful in election, we will retain your in- formation for 1 year following the relevant Annual General Meeting of the credit union.

## Individual Rights

You and the data that Capital Credit Union holds about you are protected under the General Data Protection Regulations. You have a number of rights including:

* + The right to be informed: You have the right to be informed about all aspects of the use of your personal information. Capital Credit Union will always let you know how we collect your infor- mation, why we need it and how we use it
	+ The right of access: You can request access to a copy of the personal information about you that Capital Credit Union holds as well as details on how we use it, at any time, in the manner most convenient to you
	+ The right to rectification: If any of the personal information that we hold on you is incorrect or has changed, you can ask us to make it right at any time by telling us either verbally or in writing
	+ The right to restrict processing: Where you believe that there are inaccuracies in the personal

information we hold about you, you have the right to restrict the processing of this for a period of time while we verify it is correct or otherwise

* + The right to data portability: You have the right to request copies of your personal information held by Capital Credit Union in a format which allows you to use it for your own purposes across other platforms and systems

You may have further rights under this legislation. Find out more at [www.ico.org.uk](https://ico.org.uk/)

## How To Make A Complaint

At Capital Credit Union, we are committed to a culture of openness and honesty, and the protection of all of the personal information we control is our highest priority. If you are unhappy with any aspect of how we use your data we want you to tell us. We will acknowledge your complaint within 24 hours of receipt, unless resolved by close of business on the business day following receipt, and will aim to resolve your complaint within 8 weeks.

You can let us know about your concerns in the following ways: In person – visit us: 31 Dunedin Street, Edinburgh, EH7 4JG

Phone: 0131 225 9901

E-mail: contactus@capitalcreditunion.com

Post: Capital Credit Union, 31 Dunedin Street, Edinburgh, EH7 4JG

You can find out more about the Capital Credit Union complaints procedure here:

[www.capitalcreditunion.com/complaints/](http://www.capitalcreditunion.com/complaints/%09)

You also have the right to complain to the Information Commissioner’s Office. Find out on their website how to report a concern at [www.ico.org.uk](http://www.ico.org.uk/)

Declaration

Signing this application confirms your acceptance and acknowledgement of the following:

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I wish to apply to become a Director of Capital Credit Union Limited I am 18 years of age or over

The information I have provided on this application is true and accurate

I authorise Capital Credit Union to make such enquiries as it considers necessary for the verifica- tion of the information I have provided in this application

I confirm that I have read and understand the Privacy Notice. By signing this application, I agree that you may use my information in this way.

Signature of applicant

Date