



Recruitment Privacy Notice

OneFamily is committed to preserving the privacy and security of your personal information. We ask that you read this Privacy Notice carefully before applying for a role at OneFamily as it explains how we obtain, use and keep your personal data safe throughout the application and recruitment process.

This Privacy Notice applies to anyone who is applying for a Role at OneFamily. A Role is a specified position within OneFamily which may be offered on a permanent or temporary basis or fulfilled via a contract for services.

This Privacy Notice does not form part of any contract of employment or other contract to provide services.

1. Who are we?

OneFamily is the trading name of Family Assurance Friendly Society Limited. For simplicity throughout this Privacy Notice, when we say 'OneFamily', 'we', 'us' or 'our', we mean Family Assurance Friendly Society Limited.

OneFamily acts as the data controller in the collection, use, storing, protection and transfer of your personal information.

2. What type of personal information do we collect?

Personal information is data that can identify you as a living individual.

We collect personal data directly from you when you apply for a Role with us, such as your name, address, contact information, and other relevant information from your application form, CV and cover letter. We also collect information from you during an interview or assessment, such as proof of ID. Please do remember that if you choose not to share your personal data with us, or refuse certain contact permissions, we might not be able to proceed with your recruitment.

With your explicit consent, we may collect special categories of data you give us such as health and ethnicity data.

We may also collect personal data about you from third parties, such as professional recruiting firms, your referees and prior employers, to the extent this is permitted by applicable law. We will only seek this information if your application is successful and you accept a conditional offer of employment with us. We will specifically inform you that we will be contacting these third parties in advance of doing so.

We may also collect information about you that is publicly available, such as via online search engine results and social media. We may combine the data we have about you to get the clearest picture of who you are and your suitability for the role.

3. How do we use your personal data: the legal basis and purpose?

UK data protection laws set out a number of different reasons for which a company may collect and process your personal data, including:

Legitimate interests

In certain situations, we require your personal data to pursue our legitimate interests in a way which might reasonably be expected as part of running our business and which does not materially impact your rights, freedom or interests.

We collect and use your personal data for legitimate human resources and business management reasons:

- To assess your application
- To verify your personal information
- To conduct reference checks
- To inform you of future career opportunities

Consent

On certain occasions, we may ask you to consent to disclose special categories of data such as, details about your health and ethnicity. You are free to withdraw such consent at any time.

Legal obligations

Your personal data may also be used to comply with our legal, regulatory and corporate governance requirements, such as:

- To verify your legal right to work for us
- To investigate any complaints or concerns with the application and recruitment process
- To monitor diversity and inclusion

4. Who might we share your information with?

Protecting your privacy is very important to us. We will never disclose your information unless there is a legal basis for doing so.

Access to your personal data is limited by need. Access to your personal information will be limited to your potential future manager(s), People Services (HR), IT (for security and maintenance purposes only) and our Risk, Compliance and Audit functions (to ensure effective oversight of our business). Your data may be shared with other firms in our group to the extent that is necessary for making a decision about your suitability to perform responsibilities for those firms.

From time to time, we may need to share your information with other third parties. However, we will only disclose your personal details for the following reasons:

- When it is necessary to involve a third-party service provider in order to facilitate or extend recruitment
- When explicitly requested by you
- As required by a court order or any other legal or regulatory requirement

5. Transfer to data outside if the EEA

We're based in the UK, but sometimes your personal information may be transferred by us or our data processors to countries outside of the European Economic Area. If this is the case, we will

ensure that the information is transferred in accordance with this Privacy Notice and as permitted by the applicable data protection laws.

6. Security of your personal information

OneFamily is committed to making sure your personal data is secure. To prevent unauthorised access or disclosure, OneFamily has technical and organisational measures in place to safeguard and secure your personal data. All OneFamily employees and third parties that we engage with to process your personal data are obliged to respect your data confidentiality.

7. How long do we keep your personal information for?

If you're unsuccessful in your application, we will retain your personal information for 12 months from the end of the last contact with you following the application and recruitment process. 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 our data retention policy.

If you're offered and accept a Role with us we will then process your personal data in accordance with our Employees, Workers and Contractors Privacy Notice.

8. Your rights

You are legally entitled to request details of the personal information we are holding about you. If at any time you would like OneFamily to rectify, erase or restrict the processing of your personal information, or you would like to obtain confirmation whether or not your personal information is processed by OneFamily, access your personal information, exercise your right to data portability or withdraw your consent to processing, please contact the OneFamily Data Protection Officer.

9. How to contact us about the privacy of your information

All comments, complaints and requests relating to our use of your personal information are welcomed and should be addressed to:

Contact: The OneFamily Data Protection Officer

Address: OneFamily, 16-17 West Street, Brighton BN1 2RL

Email: OneFamilyDPO@onefamily.com.

Please don't send confidential personal information by email as it's not secure and there's always the risk it could be intercepted.

You also have the right to complain to the Information Commissioner's Office, which is the body created to uphold information rights. Go to ico.org.uk/concerns to find out more.

10. Changes to this Privacy Notice

We may change this Privacy Notice from time to time. Any changes to this Privacy Notice will be posted on our website. This Privacy Notice was last updated in January 2021.