

Privacy Notice – job applicants, employees and volunteers

This Notice will inform you of how we, One Housing Group Limited, and our subsidiaries (including TPHA, Citystyle and One Direct Maintenance Limited) will collect, use, store and share personal information about you.

As a “data subject” under the General Data Protection Regulation, you are responsible for making sure that all information that you give us is accurate at the time of data collection. In addition to this, you are responsible for informing us of any changes to your personal data (for example, a change of your name or address) so that we can maintain accurate records. You can do this by accessing MyView and viewing or editing your personal details there.

Information we will collect from you

When you apply to work for One Housing, we will collect information such as your name, address, date of birth, telephone number and email address. If your application is successful, we will additionally record your National Insurance number and a copy of your passport or other proof of your right to work in the UK, and your DBS application number and outcome, if appropriate for the role. We will also store a copy of your CV. If you do not provide us with this information, we may be unable to enter into a contract of employment with you.

We may also collect your diversity data, with your consent. This includes information such as nationality, sex, ethnic background, religion, sexual orientation, and whether you have a disability. If you choose not to provide us with this information, this will have no effect on your application or contract of employment.

If your job will involve lone working, we will collect further information on your health and medical history, for example allergies, to carry out a lone working risk assessment. If you do not provide us with this information, we may be unable to enter into a contract of employment with you.

Throughout your employment with us, we will continue to collect information about you, for example:

- Information relevant to payroll, benefits and expenses
- Information relating to your or your partner’s pregnancy or adoption records, for the purposes of sharing leave
- Information about health and safety related matters, for example accident at work records
- Records of holiday, sickness and other absence
- Records relating to your career history, for example training records, appraisals, and disciplinary records
- References that we have been asked to provide about you to a prospective employer
- Information about your pension and pension contributions, and
- CCTV footage.

When you apply to volunteer at One Housing through our One Support Volunteer programme, we will collect information such as your name, address, date of birth, telephone number and email address. If you do not provide us with this information, we may be unable to enter into a volunteering contract with you.

We may also collect your diversity data, with your consent. This includes information such as nationality, sex, ethnic background, religion, sexual orientation, and whether you have a disability. If you choose not to provide us with this information, this will have no effect on your application or volunteering contract.

You may withdraw your consent for us to hold this information at any time, by contacting Human Resources and exercising your right to erasure.

We will also record CCTV footage of you in the public areas of our schemes.

How we'll use your information

The table below will tell you what One Housing will use your information for, and what our lawful basis for processing this information is.

Types of information	What we will use this for	Our lawful basis for processing
Information provided by you on application for a job or volunteering position.	To set up your employment or volunteering contract.	One Housing must process this information in order for us to enter into an employment or volunteering <i>contract</i> with you.
National Insurance number, copy of your passport and DBS application number and outcome.	To ensure that your tax and National Insurance are recorded against your name, to confirm your identity and right to work in the UK, and to confirm that you have passed your DBS check.	One Housing is under a <i>legal obligation</i> to confirm your identity and right to work in the UK, and ensure you pay the appropriate tax and National Insurance contributions. In addition, One Housing has a <i>legitimate interest</i> in making sure that you meet the safeguarding requirements for the job you have applied for.
Diversity information.	To monitor diversity in our applicants and workforce as recommended by the Equality and Human Rights Commission, only. The individual information you give us in this section will not be seen by the hiring manager during the application process, and will not affect applications either to work with us or volunteer with us in any way.	Many of these types of information are classified as special category personal information. One Housing only collects and processes this information with your <i>explicit consent</i> . You may choose to withdraw this consent at any time.
Lone working information	To risk assess you for lone working.	Many of these types of information are classified as special category personal information. One Housing is

		under a <i>legal obligation</i> under <i>employment law</i> to make sure that appropriate measures are in place to ensure that lone working is a safe activity – this is achieved by carrying out a risk assessment.
Further information collected about you during your employment.	To make sure we pay you and award you leave appropriately, to keep good Human Resources records, and to ensure that you receive the correct pension.	One Housing must process this information in order for us to maintain our employment <i>contract</i> with you, as well as our <i>legal obligation</i> to provide appropriate leave and pensions, among other things.
CCTV footage.	To monitor our premises and for safeguarding and security reasons.	One Housing has a <i>legitimate interest</i> in surveillance of public areas for safeguarding and in the event of any criminal activity.

Who we share your information with

Our recruitment is managed by REED Talent Solutions. When applying for a job with One Housing, your application data will be shared with REED Talent Solutions, who will pass on your information to us for shortlisting. At Director level and above, we also use executive search agencies who provide us with your application information as part of the selection process for senior vacancies. The agency will make themselves known to you and will issue you with their own Privacy Notice.

We use an Applicant Tracking System (ATS) to store and process your data during the recruitment process.

For some employees in our Housing, Care and Support directorate, we share your personal information with the Central Care agency who manage the logging of your hours of work in order for us to pay you correctly.

We share the personal information of all staff who do not “opt out” with our pension provider, the Social Housing Pension Scheme (SHPS), in order to fulfil our legal obligation to enrol all staff in a workplace pension. We also share the personal information of our staff with our outsourced payroll provider Zellis.

If you are a One Support volunteer, we will not share your data with anyone outside One Housing.

One Housing will not carry out automated decision making with your personal information. One Housing will also not transfer your personal information outside of the United Kingdom.

How long we will hold your information for

If you attend an interview for a role with us but are unsuccessful, we will retain your personal information for six months, before deleting it. If you are successful in your application for a role with us, we will retain your personal information for seven years after you leave the organisation.

If you are a One Support volunteer, we will destroy your hard copy application form six months after you leave One Support, and your information will be deleted from our database after two years – we retain this information for this period for monitoring purposes.

Know your rights

At any time after we have collected information about you, you have the following rights:

1. You have the right to ask for a copy of the information that we hold about you. If, for any reason, One Housing refuses this request, we will provide you with a reason why.

To submit a request, please fill in the Subject Access Request form, or write to One Housing at the address at the bottom of this Privacy Notice. Please include as much information (for example, subject or date range) about your request as you can so that we can respond as quickly and fully as possible.

2. You have the right to correct information that we hold about you that is inaccurate or incomplete.
3. You have the right, in certain circumstances, to ask us to delete the information we hold about you from our records.
4. You have the right, in certain circumstances, to restrict our use of the information that we hold about you.
5. You have the right, in certain circumstances, to ask us to transfer the information we hold about you to another organisation.
6. You have the right to ask us to not use your information for certain purposes, for example direct marketing.
7. You have the right to ask us not to use automated decision making on your information.

Complaints

If you would like to make a complaint about how your information is being used by One Housing (or the other organisations that we share your data with, as described above), or how your complaint has been handled, you have the right to lodge a complaint directly with the Information Commissioner's Office, or One Housing's Data Protection Officer.

The details for these contacts are:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

casework@ico.org.uk
0303 123 1113

Data Protection Officer
Governance Directorate
One Housing Group Limited
100, Chalk Farm Road
London
NW1 8EH

dpo@onehousing.co.uk
020 8821 5100