

Candidate Privacy Notice

Introduction

At N Family Club, we have set out to re-think early years, and we're passionate about building the best team to create exciting experiences for children and offer real value to families.

Your personal data is an important part of our recruitment process. From the moment you submit an application, we use your data to process your submission and to communicate with you throughout the various stages of our recruitment process.

Below you can find an FAQ which summarises how we treat your data responsibly during our recruitment process.

Our Candidate Privacy Notice can be found on the following page, please read this to understand how we collect and use your data.

FAQ's

What personal data do you need from me and how do you collect this?

We need two main types of information to run our recruitment process. These are your contact details, and the type of information that you would normally include in your CV.

We use our Applicant Tracking System, Lever, to collect applications for the roles listed on our careers website. If you have applied via a third party job board or recruitment agency, we would be provided with this information when you submit your application and you should familiarise yourself with their privacy policy.

We store your personal data on Lever, which is kept for two years after your initial application date.

What do you use my personal data for?

We use your personal data to assess whether you would be a suitable fit for a specific job role and the company, and to communicate with you about your application.

Do you share my personal data with anyone?

We may share your data with other team members within N Family Club, such as members of the interview panel and members of the people team. We may also share this with trusted third parties who provide their services to us, for example storing your personal data securely using Lever, our Applicant Tracking System.

Can I speak to a member of your team if I'd like more information?

Absolutely - if you'd like to speak to someone about our Candidate Privacy Policy, please feel free to contact us using the details provided in our Candidate Privacy Notice below.

If you do have any questions, we'd recommend reading the Candidate Privacy Notice fully beforehand, as this may answer any questions you have.

N Candidate Privacy Notice

Updated: 13th May 2021

This privacy notice applies to anyone applying for a role at N Family Club. We've tried to make the following notice as easy to read as possible, but if anything is unclear, please contact us at careers@nfamilyclub.com, and we'll be happy to clarify.

Contents of this notice

As an organisation that relies on the use of personal data, N Family Club is responsible for collecting and using your data in a responsible and safe way, beginning with informing you of how we collect, use and protect your personal data.

This notice sets out:

- The type of personal data we may collect;
- How and why we collect and use your personal data;
- Why we may share your personal data within N Family Club; and
- The rights and choices you have when it comes to your personal data.

The personal data we collect

In this section we explain what personal data we may collect when you apply for a role at N Family Club, as well as data that we may collect from other sources.

Data we collect from you

When you apply for a role with us, you provide us with the data that allows us to assess your suitability for the role. The table below describes the personal data we will collect from you during the recruitment process.

<p>When you send us your job application and CV, we collect:</p>	<ul style="list-style-type: none"> ● Contact details such as your name, email and phone number ● Details about your eligibility and right to work ● Information that you have included in your application and CV or covering letter, such as employment history.
<p>We may contact you over the phone or email for</p>	<ul style="list-style-type: none"> ● Additional information that will help us to progress your application and assess your suitability for a role with us,

additional information, including:	for example salary expectations, notice period and information that will help us schedule an interview.
Should you be selected to attend an interview, we collect:	<ul style="list-style-type: none"> Any information that you provide to us during the interview, either in response to specific questions we ask or other information that you volunteer to us; this information will be recorded in note-form or on Lever by our interviewers

We will retain your data for a period of two years after we have communicated our decision about whether you have been successful in gaining a role with us. This is to demonstrate that we have conducted a fair recruitment process.

If you consent to us doing so, we may use the information supplied to us to contact you about other roles at N Family Club, which we think you may be interested in.

We will then delete your personal information in accordance with our data retention policy. You can also exercise your right to erasure at any time, which is explained in the ‘Your Rights’ section below.

Personal data collected from other sources

We may also collect personal data from the following other sources:

Job boards and recruitment agencies, from which we collect contact information and any other information that you have uploaded to that site or provided to them to register; for example, if you apply through LinkedIn we will receive a summary of your public job board profile, and your CV if you choose to share it, and we may use the LinkedIn Recruiter tool to communicate with you.

Referrers, from which we collect information that a referrer sends to us for the purposes of demonstrating your suitability for a role.

How and why we use your personal data, and who we share it with

In this section we explain how and why we use your personal data, and provide information about the organisations we may share it with.

We use the data that you share with us, or that we receive from the other sources mentioned above, to communicate with you and to assess your suitability for the roles that we are recruiting. Our uses of personal data are described in more detail in the table below.

We use personal data to...	For example...
Assess your suitability for roles that we are recruiting	We will look at the skills, qualifications and work history described in your CV to determine whether you meet the requirements to be shortlisted, and will combine that with any information you provide in an interview to decide whether to offer you a role

<p>Communicate with you about the recruitment process, or any other roles we think you may be interested in</p>	<p>We will use your email address and phone number to contact you to obtain more information or arrange an interview; if you are unsuccessful for a role (and you have consented to us doing so) we may then contact you about other roles in future</p>
<p>Document our hiring process</p>	<p>We carefully document the hiring process so we are prepared for the rare cases where we need to exercise or defend our legal rights in connection to our recruitment process</p>

In order to use your personal data in the ways described above, we may share it within N Family Club and with trusted third parties who provide services to us. Here is some more information about the types of organisation and what we may share with them:

<p>N Family Club</p>	<p>Some of the personal data that we collect may be transferred across N Family Club teams, for example when we are recruiting for a role that is nursery-based, our central talent team may share this with the nursery team conducting an interview.</p>
<p>Our service providers</p>	<p>We work with trusted service providers that carry out certain functions on our behalf so we can provide our services to you. These organisations process data on our behalf. They only have access to the personal data that they absolutely need to provide the specific service to us, and in all cases we have contractual safeguards in place to ensure that they do not disclose or use it for any other purposes. In some cases, these organisations may need to process your personal data for their own specific purposes, for example to ensure they are compliant with regulations or laws governing their own sectors. Our service providers fall within the following categories (and process your data in the following location(s)):</p> <ul style="list-style-type: none"> ● Cloud data storage (EEA, UK)
<p>Other organisations</p>	<p>These circumstances are unusual, but we may share personal data with other organisations if:</p> <ul style="list-style-type: none"> ● we have to share your information to comply with legal or regulatory requirements (or we reasonably believe that we need to disclose your information for such purposes); ● we need to share personal data in order to establish, exercise or defend our legal rights, including with our legal and other professional advisors; ● we restructure our business or if we buy or sell any business or assets we may share your data with the prospective buyer or seller;

	<ul style="list-style-type: none"> all or substantially all of our company assets are acquired by another party, your data will be one of the transferred assets
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If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. For example, if we require references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

Legal grounds for processing your personal data

N Family Club is committed to the lawful, fair and transparent use of personal data. For most of the uses of personal data we have described, we process your personal data on the grounds that our processing is necessary for legitimate interests we pursue as a business, namely that our business relies on the ability to use your personal data to assess the suitability to appoint you to a job role. If you are unsuccessful for a role, we will ask for your consent to retain your details so we can contact you about other roles in the future. In addition, our processing of personal data can be necessary in order to exercise or defend our legal rights or in order to comply with our legal obligations.

If you have any questions about the grounds under which we process your personal data, or would like to find out more about the approach we take to determine that these grounds apply, please contact our Data Protection Officer using the details in the ‘How to contact us’ section below.

How we store and protect your personal data

We understand the importance of protecting your personal data while we have this. This section describes the measures we take to ensure its security.

We do everything we can to protect your personal data from loss or misuse, and from unauthorised access, disclosure, alteration and destruction. This section describes some of the measures we take to ensure that your personal data is secure:

- We use data centres that have a high level of physical security measures to host and protect your data and our systems;
- We use encryption and/or passwords to secure your personal data whilst it is in transit;
- We allow access to attributable data (by which we mean data that directly identifies you) only to those N Family Club employees who need it to carry out their job responsibilities, for example our talent team to allow them to respond to you when you contact us;
- We make security the responsibility of all our employees and we train our team to identify security risks and protect your data.

Our website may from time to time contain links to and from other websites. If you follow a link to any of those websites, please note that those websites ought to have their own privacy notices and that we do not accept any responsibility or liability for those websites. Please check those privacy notices before you submit your information to those websites.

Your rights

This section explains the rights you have in relation to the personal data we hold about you, which are designed to give you more choice and control over your personal data.

Right	What does this mean?	Is it available to you?
The right to request access to personal data	You can request a copy of the data we hold about you and related information	Yes
The right to request rectification of personal data	You can ask us to correct any inaccurate data about you and to complete any incomplete data that we hold about you	Yes
The right to request erasure of personal data	You can request that we delete the personal data we hold about you	Yes, in certain situations
The right to request a restriction on processing of personal data	You can request that we restrict our use of your data to storage only, that we stop using it for all other purposes or that we retain data that was due for deletion	Yes, in certain situations
The right to object to the processing of personal data	You can object to certain types of processing of your personal data in certain specific circumstances	Yes, in certain situations
The right of data portability	You have the right to receive a copy of your personal data in a structured and machine-readable format and, where possible, have this sent to another organisation	Yes, for any personal data that you have given consent for us to process
The right to withdraw consent	You always have the right to withdraw any consent that you have given, at any time	Yes, whenever you have given consent

Automated decision-making

We do not envisage that any decisions that will have a legal or other significant effect on you will be taken about you using purely automated means, however we will update this notice if this position changes and notify you of those changes.

Exercising your rights

You can exercise any of these rights by using the contact details below. Once you have submitted your request we may contact you to request further information to authenticate your identity (because we want to make sure it is actually you requesting your data) or to help us to respond to your request. Except in rare cases, we will respond to you within 1 month of receiving this information or, where no such information is required, after we have received full details of your request. As noted above, while some rights apply generally, some are only available in certain circumstances, so if we feel that any right is not available to you we will let you know along with the reason for our decision.

Email: careers@nfamilyclub.com

Mail: Data Protection Officer, 47-49 Charlotte Road, London, United Kingdom EC2A 3QT

Lodging a complaint with a regulator

You have the right to lodge a complaint with a data protection regulator in Europe, in particular in a country you work or live, where your legal rights have been infringed or where your personal information has or is being used in a way that you believe does not comply with data. You can find the contact details of the appropriate regulator online, for example by searching for 'Data Regulator' and the country you live or work in. However, we encourage you to contact us before making any complaint and we will seek to resolve any issues or concerns you may have.

How to contact us

If you have questions about this notice, or about how we collect, store and use personal data, you can contact our Data Protection Officer via our talent team.

Email: careers@nfamilyclub.com

Mail: Data Protection Officer, 47-49 Charlotte Road, London, United Kingdom EC2A 3QT