



Unum employee contractor privacy notice

As an employer, Unum collects and processes personal information about you. This privacy notice provides information to you on how your personal information is used.

This notice applies to all California based employees including, temporary and fixed-term employees, consultants, contractors, agents, brokers and job applicants.

WHAT ARE YOUR RIGHTS AS A CALIFORNIA CONSUMER?

Pursuant to the California Consumer Privacy Act (CCPA), any current or former natural person acting as a job applicant to, an employee of, owner of, director of, officer of, medical staff member of, or contractor of a business has the right to request that a business that collects a consumer's personal information disclose to that consumer the categories and specific pieces of personal information the business has collected (Cal. Civ. Code Section 1798.100). In addition, the CCPA requires that the business protect the personal information of California consumers and maintain reasonable security procedures and practices (Cal. Civ. Code Section 1798.150).

The CCPA does not otherwise apply to any current or former natural person acting as a job applicant to, an employee of, owner of, director of, officer of, medical staff member of, or contractor of a business where the business processes the personal information in the context of the consumer's role as such, to the extent necessary for having an emergency contact on

file, or where the personal information is necessary to retain for the business to administer benefits.

WHAT INFORMATION DO WE COLLECT?

Unum collects and processes a range of information about you. This includes:

- A real name, alias, postal address, unique personal identifier, email address, account name, Social Security number;
- A name, signature, Social Security number, address, telephone number, education, employment, employment history, bank account number
- Current or past job history

Note that some personal information included in this category may overlap with other categories.

We collect this information in several ways including from CV's provided at the time of your application, from driving licenses, passports or other identity documents provided at the start of employment, and any other forms completed during the course of your employment such as benefit nomination forms.

We will also receive personal data about you from third parties, such as references supplied by previous employers, information from credit references agencies and information from criminal records checks permitted by law.

WHO HAS ACCESS TO THIS DATA?

Your information may be shared internally, including with members of the Human Resources team,

relevant business managers and Information Technology staff if access to the data is necessary.

We share your data with third parties in order to obtain pre-employment references, obtain background employment checks such as credit reference checks.

We will share your work contact details with third party providers for the purposes of eligibility validation where you opt to take advantage of any benefits offered as part of your employment.

HOW WE PROTECT PERSONAL DATA

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. Access to personal data is restricted to the needs of each role within Unum.

Where we engage third parties to process personal data on our behalf they do so based on an agreed contract, are under a duty of confidentiality and are obliged to implement appropriate technical and organizational measures to ensure the security of your data.

HOW LONG DO WE KEEP YOUR PERSONAL DATA FOR?

We will hold your personal data throughout the duration of your employment with us and then for a further period of eight years to enable us to meet our legal obligations.

MORE INFORMATION

If you would like to exercise one of the rights granted to you under the California Consumer Privacy Act, such as the right to know what personal information Unum collected, sold or disclosed about you, the right to request a copy of the personal information collected about you (portability), or to request that Unum delete your personal information, use the [Individual Rights OneTrust web form](#) or contact us at privacy@unum.com or 1-877-684-1241. Please note that we may require additional information from you in order to verify your identity and process your request.

For more information on how we process your information for employment purposes, please contact the Privacy Office at privacy@unum.com.