

Privacy Policy

Additional information for applicants and candidates for employment.

This policy applies to personal data relating to applicants and candidates for employment with Impressions Gallery, prospective employees and any other individuals whose data we hold for recruitment purposes. This includes personal data held in communications and CVs sent to Impressions Gallery directly, or via agencies and other third parties, either speculatively or in relation to a specific job vacancy.

This statement contains important information about how your personal data will be used by Impressions Gallery, and your associated legal rights. Personal data is defined as information from which individuals may be identified.

If you are a job applicant you should also see our general Privacy Policy online at <https://www.impressions-gallery.com/privacy-policy/>.

Compliance with data protection laws:

Impressions Gallery is committed to processing personal data in compliance with the General Data Protection Regulation 2016 (Regulation) and other data protection laws. We respect the privacy rights of prospective employees and apply appropriate safeguards to protect their personal data.

What personal information we collect about applicants and candidates for employment:

We only collect information that is necessary to process your application. The personal information we collect from prospective employees may include, but is not limited to:

- Name, address and other contact details;
- Information about previous employment, educational details, skills and experience;

- Details of training and qualifications;
- Information relating to your health and health conditions;
- Race and ethnicity;
- Criminal convictions;
- Communications and correspondence;
- Publicly available information, including via social networking sites and public profiles;
- Other biographical and personal data; and
- Salary expectations and information on preferred working arrangements.

How we collect personal information about you

- We collect personal information that you provide to us when you apply for a job vacancy at Impressions Gallery.
- We collect information when you view and interact with our website content through the use of cookies. See the *Cookies and Data Privacy* section of our Privacy Policy on our website for more information.

How we use your information

Impressions Gallery uses personal data of prospective employees for a variety of purposes.

These include, but are not limited to:

- The recruitment, screening and assessment of prospective employees;
- Activities relating to interviewing and selecting prospective employees (and maintaining related records);
- Identifying and selecting possible candidates for potential or anticipated employment opportunities which may arise in the future;
- Compliance with statutory and regulatory obligations on Impressions Gallery;
- Managing legal disputes;
- Exercising or fulfilling Impression Gallery's legal rights and responsibilities; and
- Prevention or detection of fraud, crime, or other unlawful or inappropriate conduct

Disclosures of data

Where necessary and lawful, your personal data may be disclosed, for example, to:

- Impressions Gallery's management, employees, staff, trustees or contractors involved in recruitment;
- Our professional advisers, such as solicitors or accountants, and consultants;
- Government departments and agencies;
- Police and law enforcement agencies;
- Courts and tribunals; and
- Partners, suppliers, agents and service providers.

Our legal basis for using prospective employee data:

We collect and use data relating to prospective employees because it is necessary for the **legitimate interests** of Impressions Gallery (including our interest in effective recruitment of employees and attracting high calibre candidates) and the interests of the prospective employees.

In addition, we may process prospective employees' data on the basis of **consent** and/or compliance with **legal obligations**. Where data is collected and used solely on the basis of consent, prospective employees have the right to withdraw consent at any time.

How long we keep your information:

We will not retain prospective employee data for longer than necessary and will delete it once it is no longer required for the purposes set out in this Policy.

Where a prospective employee becomes an employee the personal data captured in the recruitment process will be stored as part of the personal files of the employee in accordance with Impressions Gallery's Data Protection Policy.

Applications by unsuccessful candidates will be retained for a maximum of 6 months and then securely destroyed.

Your rights:

Prospective employees have a number of statutory rights under the Regulation. They include the right to request that Impressions Gallery:

- Provides them with a copy of the personal data held on them;
- Corrects inaccurate information; and
- Deletes information which Impressions Gallery does not have a legitimate basis to hold.
- You also have rights to restrict the processing of data relating to you, object to processing and in certain circumstances to 'data portability' (this means that data is provided in a structured, commonly used and machine readable format).
- Detailed information on these rights can be found in the Regulation or the website maintained by the Information Commissioner's Office at <https://ico.org.uk>

These rights can be exercised free of charge and Impressions Gallery will normally respond within a month.

If you wish to exercise any of the above rights, please email data@impressions-gallery.com.

Complaints

If you are unhappy about the way your personal data has been handled by Impressions Gallery, you have the right to lodge a complaint with either Impressions Gallery or directly with the Information Commissioner's Office. Further information, including contact details, is available at <https://ico.org.uk>