

## Privacy Notice for Applicants

As part of any recruitment process, Art Fund collects and processes personal data relating to job applicants. Art Fund is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

This is the Privacy Notice for all applicants for roles at **The National Art Collections Fund (trading as Art Fund)** and its wholly owned trading subsidiary, **Art Fund Services Limited**. The National Art Collections Fund is a charity registered in England and Wales with charity no. 209174 and in Scotland with charity no. SC038331. Art Fund Services Limited is a company registered in England & Wales, company no. 01487654.

The address of The National Art Collections Fund and Art Fund Services Limited is 2 Granary Square, London N1C 4BH.

### What information does Art Fund collect?

Art Fund collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- whether or not you have a disability for which Art Fund needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK

### How does Art Fund collect information?

Art Fund may collect this information in a variety of ways. For example, data might be contained in application forms, covering letters, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

Art Fund may also collect personal data about you from third parties, such as references supplied by former employers. Art Fund will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

### Why does Art Fund process personal data?

In some cases, Art Fund needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

Art Fund has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows Art Fund to manage the

recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. Art Fund may also need to process data from job applicants to respond to and defend against legal claims.

Art Fund may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Art Fund may also process your personal data where:

- it is necessary to protect your or another person's vital interests (for example where you might have an accident or serious health incident in the workplace);
- it is necessary for the establishment, exercise or defence of legal claims; and/or
- Art Fund has your consent (and where applicable explicit consent) to do so.

Art Fund will not use your data for any purpose other than the recruitment exercise for which you have applied.

### **Who has access to data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

Art Fund will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. Art Fund will then share your data with former employers to obtain references for you.

Art Fund will not transfer your data outside the European Economic Area.

### **How does Art Fund protect data?**

Art Fund takes the security of your data seriously. Art Fund has internal policies and controls in place to safeguard against your data being lost, accidentally destroyed, misused or disclosed, and is not accessed except by Art Fund's employees in the performance of their duties.

Where Art Fund engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and Art Fund specified measures to ensure the security of data.

### **For how long does Art Fund keep data?**

If your application for employment is unsuccessful, Art Fund will hold your data on file for 7 months after the end of the relevant recruitment process. At the end of that period your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

### **Your rights**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request in an easily accessible format, either for your own use or to transfer to another organisation of your choosing;
- require Art Fund to change incorrect or incomplete data;
- require Art Fund to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- restrict or stop the way we use your data (including by objecting to our processing based on our legitimate interest and by withdrawing your consent)
- Stop holding or processing your personal data;

Please note that these rights are not absolute and there may, for example, be instances where we are not able to comply with your request.

If you would like to exercise any of these rights, please contact Trudy Thom at [tthom@artfund.org](mailto:tthom@artfund.org).

If you are unhappy about how we use your personal information, please contact us, and we will do all we can to address your concerns.

If, despite our best efforts, you feel we have fallen short and are not satisfied with our response, you can make a complaint to the Information Commissioner's Office, which regulates information rights in the UK – you can find more information how to do so here: <https://ico.org.uk/concerns/>.

### **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to Art Fund during the recruitment process. However, if you do not provide the information, Art Fund may not be able to process your application properly or at all.

### **Speculative CVs**

Speculative CVs are not retained. If candidates send speculative CVs, the applicant will be notified that their CV will not be retained, and the speculative CV will be deleted.