

Privacy Notice

Information given in this application will be held and processed for Impact Arts Trustee recruitment purposes. Applicant personal details are held electronically in locked folders and in the email accounts of those involved in the recruitment process. Access to this information is restricted to the recruiting panel, HR staff and any person called upon to advise the panel during or in consequence of that recruitment process (for example lawyers or HR advisors). Paper copies are held in locked filing cabinets.

If your application is successful, personal data gathered during the recruitment process will be transferred to your personnel file and stored confidentially for the duration of your tenure and 6 financial years following the financial year in which your tenure ends.

For those applicants who are unsuccessful, paper application forms will be shredded and electronic copies deleted 6 months after the appointment is made. This is to allow time for unsuccessful candidates to contest the decision made by the interview panel in a legal claim and to receive feedback on their application or interview.

Trustees should be aware that we are required to share your personal information (if appointed to the Board) in the following ways:

- As a Company Limited by Guarantee, we must register Trustees as directors with Companies House
- As required information to support grant and tender submissions
- With banking institutions and insurance companies (specifically in relation to the professional indemnity insurance cover)
- With Disclosure Scotland as all trustees are required to undergo a Disclosure check once appointed

If you consent to Impact Arts processing your data as described then please sign & date below. Should you wish to withdraw consent at a later date or discuss how we have handled your data, you can make contact with the Data Protection Officer for Impact Arts on 0141 575 3001. Should you wish to complain about how we have processed your data at any time you should do so to the Information Commissioner's Office.

Signed _____

Date _____