

**IWM Recruitment Privacy Policy**

**1. Who we are and the purpose of this policy**

Imperial War Museums (IWM) is the UK’s national museum for the history of conflict involving UK and Commonwealth forces from 1914. We work to record, inform and educate on the causes, course and consequences of modern warfare.

IWM is responsible, as the Data Controller, for the data you submit via this site. This policy sets out how the data you submit via this site is managed, and the rights you have over it.

WCN, who run the site on IWM’s behalf, are responsible for the data collected by cookies on the site.

**2. Your rights over your information**

You have the right to:

* Have a copy of the personal information IWM holds about you on this site.
* Correct inaccurate information or have incomplete information completed.
* Have your data erased (‘right to be forgotten or ‘right to erasure’) in certain circumstances.
* Restrict the processing of your personal information in certain circumstances.
* Data portability – have your information supplied in a commonly used format and transmitted to another organisation.
* Object to the processing of your personal information.
* Object to automated decision making or profiling. Please note that IWM does not currently carry out any automated decision making for recruitment

Further information on these rights can be obtained from the Information Commissioner’s website at: <https://ico.org.uk/>

You can view the application data you have submitted at any time by logging into your account. You are free to update and correct your details, up until the time they are submitted in an application. Information you have submitted as part of a job application cannot be edited, updated or changed once it is submitted.

Alternatively, you can exercise these rights by contacting the IWM’s Data Protection Officer as detailed in Section 2 above.

If you are unhappy about the response you receive from IWM, you can contact the Information Commissioner’s office by writing to the Information Commissioner at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, or via their website at <https://ico.org.uk/>

**3. The information we collect on this site and how it is used**

**3.1 The information we collect**

We collect the following information via this site:

* Information you provide when opening and inline application account (‘Account Data’). This will usually be your name, address and password.
* Information you provide when applying for jobs with IWM (’Application Data’). This will be a mixture of personal data and special category (formerly sensitive personal) data. Special category data consists of information about your racial or ethnic origin, political opinions, trade union membership, health, sexual life and orientation and criminal record. It also includes genetic or biometric data, where that data identifies you.
* Information we gather via cookies: transactional data and information about how you arrived at this website and what you did when you got here (‘Cookie data’).

**3.2 How we use your Account Data and how long we keep it**

* We use your Account Data to provide you with a way of submitting, accessing and storing your applications for employment with Imperial War Museums.
* We do this to carry out our contract with you – that is to provide you with a means of applying for employment with IWM.
* We keep your Account Data for a maximum of two years after your last application – in case you decide to submit a further application.

**3.3 How we use your Application Data and how long we keep it**

* We use your Application Data for the following purposes:
* To assess your suitability for the role(s) you have applied for
* To verify, where appropriate, the information you have submitted
* For equal opportunity monitoring purposes. This data will be aggregated and anonymised when used for reporting purposes, so it can’t be traced back to you.

If we want to use your data for any other purpose, we’ll ask you first.

* We use your application data in this way because we need to assess your suitability before we enter into a contract of employment with you.
* We keep unsuccessful applications for a year, in case there are any further questions or issues with the recruitment process. They are then deleted from the site.

**3.4 How we use your Cookie Data and how long we keep it**

* Our website uses cookies to distinguish you from other users of the website or as part of the security of this site.
* A cookie is a small file of letters and numbers that we put on your computer. Any cookie we set will only contain random but unique information which is set to expire when you close the browser. The cookie does not contain any personal or sensitive information.
* The cookie information can only be used by the browser when it sends requests for new web pages to our servers - the browser will not allow the cookie to be used for any other purpose. The cookie information will always be protected by strong encryption whenever the content is sent to us. The use of these cookies are essential for the correct and secure operation of our website.
* Cookies are attached to a domain.
* The cookies we use are:

**Request token:**

This may be set for users visiting \*.tal.net domain.

This cookie helps us ensure your privacy by protecting against 'bad' people trying to submit information on your behalf without you knowing.

**WCN status:** This may be set for users visiting \*.tal.net domain.

If you log in then this cookie allows us to remember that you have provided login detail and can associate all further input with your login account. If you do not log in then the 'session' cookie allows us to link together any information you enter on different pages while on our site so that, if you do log in later, then we can record that information against your user account.

**WCN session:** This may be set for users visiting \*.tal.net domain.

If you log in then this cookie allows us to remember that you have provided login detail and can associate all further input with your login account. If you do not log in then the 'session' cookie allows us to link together any information you enter on different pages while on our site so that, if you do log in later, then we can record that information against your user account.

This may be set for users visiting <https://iwm.tal.net>

We are an equal opportunity employer in accordance with the Equality Act 2010.

## **4. Where your information is stored and who we share your information with**

We will share your information with:

* Those, in IWM and externally (such as referees), who are involved in controlling the recruitment process for the post you have applied for.
* WCN, who is specifically contracted to manage data collected via this site for IWM in accordance with its instructions. WCN and any third party storage providers it uses are required to sign a contract with IWM covering the management of the data, must store it securely and confidentially and can only use it in accordance with IWM’s written instructions. The data you submit via this site will always be stored in countries situated in the European Economic Area.
* IWM does not sell or share information submitted via this website with other external organisations unless it is necessary for the purposes stated in this policy or if there is a legal requirement to do so.

# 5. Policy Ownership and agreement

# This policy is owned by IWM’s Data Protection Officer, the Executive Director of Collections and Governance.

**6. Version control and date of review**

This policy replaces the previous policy of 14 August 2017, with the major changes being updates to comply with GDPR legislation, including stating the legal basis for processing and providing information on enhanced data subject rights.

**7. Who to contact about how your data is used**

If you have any queries about how the data you submit via this site is used, in the first instance please email the recruitment team at [recruit@iwm.org.uk](mailto:recruit@iwm.org.uk).

You can also contact IWM’s Data Protection Officer at [foi@iwm.org.uk](mailto:foi@iwm.org.uk) or by post at Imperial War Museum, Lambeth Road, London SE1 6HZ (marking the envelope for the attention of the Data Protection Officer).

This policy will be reviewed bi-annual