

We are Minx Creative Ltd, registered office 45 Beaufort Court, Admirals Way, London E14 9XL. Registered in England and Wales 3360933. You can contact us about issues relating to personal data, including the contents of this notice, by any of the following methods:

Post:

Nic Graham, Data Protection Officer, Minx Creative Ltd, 45 Beaufort Court, London E14 9XL

Email:

nic@minxcreative.com

Telephone:

020 7510 1005

How we use your information

This Privacy Policy tells you what to expect when we collect and process personal information. For professional personal data (e.g. business related data) the legal basis for this is our legitimate interests, namely the control and maintenance of our website and/or business administration and/or the performance or creation of a contract between you and us. For employment related personal data, the legal basis for this is our legitimate interests, namely the protection and assertion of legal rights and/or the performance or creation of a contract between you and us as an employer and/or employment and fiscal legal obligations. Should we decide to process any personal data for a purpose other than that for which it was collected, we will provide you with information on that other purpose and with any relevant further information prior to that further processing.

Services

In order to provide you with our products and services, or to reply to any enquiries, we collect professional information (e.g. business related data) about you and your company, passed on during telephone conversations, included in emails and any other form of written or verbal communication. For example, we might keep a record of your name, work address and associated delivery addresses, work email address and work telephone number/s. There is no transfer of this personal data to third parties.

PRIVACY POLICY

Website

Our website uses Google Analytics and Dealfront (with the IP anonymizer function). Web analytics and Dealfront collect, gather, and analyse data about the behaviour of visitors to websites. A web analysis service collects data about the website from which a person has come, which sub-pages were visited, or how often and for what duration a sub-page was viewed. Web analytics are mainly used for the optimisation of a website and visitor behaviour patterns.

For more information see: <https://support.google.com/analytics/answer/6004245>

Email

Any email sent to us, including any attachments, may be monitored and used by us for reasons of security and for monitoring compliance. The email sender is responsible to ensure email and attachment contents comply with the law.

Social Media

Our website has integrated components of Twitter, Instagram, Facebook, LinkedIn, Pinterest, YouTube.

Twitter

On activation of the Twitter icon, Twitter will assign this information to the personal Twitter user's account and stores the personal information. There will be no transfer of personal data to our website and data controller. The applicable data protection provisions of Twitter may be accessed under <https://twitter.com/privacy?lang=en>

Instagram

On activation of the Instagram icon, Instagram will assign this information to the user's details and stores the personal information. There will be no transfer of personal data to our website and data controller. The applicable data protection provisions of Instagram may be accessed under <https://help.instagram.com/519522125107875>

Facebook

On activation of the Facebook icon, Facebook will assign this information to the personal Facebook user's account and stores the personal information. There will be no transfer of personal data to our website and data controller. The applicable data protection provisions of Facebook may be accessed under https://en-gb.facebook.com/full_data_use_policy

LinkedIn

On activation of the LinkedIn icon, LinkedIn will assign this information to the personal LinkedIn user's account and stores the personal information. There will be no transfer of personal data to our website and data controller. The applicable data protection provisions of LinkedIn may be accessed under <https://www.linkedin.com/legal/privacy-policy>

PRIVACY POLICY

Pinterest

On activation of the Pinterest icon, Pinterest will assign this information to the personal Pinterest user's account and stores the personal information. There will be no transfer of personal data to our website and data controller. The applicable data protection provisions of Pinterest may be accessed under <https://policy.pinterest.com/en-gb/privacy-policy>

YouTube

On activation of the YouTube icon, YouTube will assign this information to the personal YouTube user's account and stores the personal information. There will be no transfer of personal data to our website and data controller. The applicable data protection provisions of YouTube may be accessed under https://support.google.com/youtube/answer/7671399?p=privacy_guidelines&hl=en&visit_id=O-636626790755638315-327850046&rd=1

Newsletter

If you choose to join our email newsletter, the email address that you submit to us will be forwarded to MailChimp who provide us with email, marketing and sales services. We consider MailChimp to be a third party data processor. The email address that you submit will not be stored within this website's own database or in any of our internal computer systems.

Your email address will remain within the MailChimp database for as long as we continue to use MailChimp services for email, marketing and sales services or until you specifically request removal from the list. You can do this by unsubscribing using the unsubscribe link contained in any email newsletter that we send you, normally done by clicking 'Unsubscribe' at the bottom of the newsletter; or you can contact us.

If you are under 16 years of age you **MUST** obtain parental consent before joining our email newsletter.

While your email address remains within the MailChimp database, you will receive periodic newsletter style emails from us.

PRIVACY POLICY

Applicants, Current, Speculative and Former Employees

We are the data controller for the information you provide during the process unless otherwise stated. If you have any queries about the process or how we handle your information please contact us at our address.

What we will do with the information you provide to us

All of the information you provide during the process will only be used for the purpose of progressing your application, and to fulfil contractual and legal or regulatory requirements if you are offered a position.

We will not share any of the information you provide during the recruitment process with any third parties for marketing purposes. The information you provide will be held securely by us whether the information is in electronic or physical format.

We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.

What information do we ask for, and why

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary. The information we ask for is used to assess your suitability for employment. If you don't provide what we ask for it could affect your application and our ability to offer you a position in our company.

Application stage

We ask you for your personal details including name and contact details. We will also ask you about your previous experience, education, referees and for answers to questions relevant to the role you have applied for. We will have access to all of this information.

Interview

During the interview process, information will be generated by you and by us. For example, you might complete a written test or we might take interview notes. This information is held by us.

If you are unsuccessful following the interview for the position you have applied for, we may ask if you would like your details to be retained for a period of six months. If you say yes, we would proactively contact you should any further suitable vacancies arise. Otherwise all information whether in electronic or physical format will be deleted/destroyed.

Offer of employment

We are required to confirm the identity of our staff, their right to work in the United Kingdom and seek assurance as to their trustworthiness, integrity and reliability.

You will therefore be required to provide:

- Bank details — to process salary payments.
- Proof of your identity.
- Emergency contact details — so we know who to contact in case you have an emergency at work.

We will also contact your referees, using the details you provide in your application, directly to obtain references.

PRIVACY POLICY

How long the information is retained for

If you are successful, the information you provide during the application process will be retained by us as part of your employee file for the duration of your employment, plus six years following the end of your employment.

If you are unsuccessful at any stage of the process, the information you have provided will be deleted/destroyed, this includes interview notes. We may ask if you would like your details to be retained for a period of six months. If you say yes, we would proactively contact you should any further suitable vacancies arise.

How we make decisions about recruitment

Final recruitment decisions are made by members of our team. All of the information gathered during the application process is taken into account. You are able to ask about decisions made about your application by speaking to your contact within our team.

Speculative applicants

Applicants that have sent information in electronic or physical format without an open advertised job vacancy will be deleted/destroyed on receipt.

Your Rights

- Right to be informed
- Right to data portability
- Right to erasure
- Right to object
- Right to rectification
- Right to restrict processing
- Rights related to automated decision making including profiling

You can access information we hold about you by making a 'Subject Access Request'. The request must be in writing. We will give you a copy of the information you request, explain why we have the information and who it may be shared with. If there is any information we are not able to give you we will explain why.

Disclosure of Personal Information

Generally, we will not disclose personal data to third parties without your consent. However, there may be circumstances where we can pass on personal data without consent; for example, to prevent and detect crime and to produce anonymised statistics.

PRIVACY POLICY

Complaints or Queries

We have the highest standards when collecting and using personal information, which is why we take any complaints we receive very seriously. If you would like to make a complaint about the way we have processed your personal information, please contact us directly in writing, via email or mail, so we can investigate and respond to you in a timely manner.

If you remain dissatisfied then you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House, Water Lane
Wilmslow, Cheshire SK9 5AF

www.ico.org.uk

This Privacy Policy does not provide exhaustive detail of all aspects and use of personal information. We are happy to provide any additional information required, pertaining to you. Any requests for this should be emailed to Nicola Grahan — nic@minxcreative.com

Changes to this Privacy Policy

We keep our Privacy Policy under regular review. Please ensure you look at it regularly to be aware of any updates.
