

Privacy Policy



INTRODUCTION

We are committed to protecting and respecting your privacy. This Privacy Policy explains what personal data and other information is collected by us, Gear4music Ltd (“Gear4music”, “we”, “our”), and how we use or process that information.

We are committed to complying with the **Data Protection Act 1998** and the **EU General Data Protection Regulation**. These are referred to in this Privacy Policy as the “**Data Protection Laws**”.

The Data Protection Laws give you various rights regarding the way in which we store and use your information. These are set out below in the section “Your rights under the Data Protection Laws”.

For the purpose of the Data Protection Laws, the data controller is:

Gear4music Limited

Holgate Park Drive

York

YO26 4GN

United Kingdom

ICO Registration Number: **Z3024686**

To make it easier for you to review those parts of the Privacy Policy which apply to you, we have divided up the document into two sections. Please take the time to read **Section 1 (General)**. And if you are a Candidate, please also read **Section 2 (Candidates)**.

If you have any questions about this Privacy Policy, our practises, or your dealings with Gear4music, you can contact us at dataprotection@gear4music.com

In this Privacy Policy, when we use the following words they will have the following meanings:

“**Account**” means a user account set up by a Candidate via the Website.

“**Candidate**” an individual who provides us with Personal Data for the purpose of considering and/or applying for jobs.

“**Personal Data**” information from which the identity of a living individual may be determined. Examples of Personal Data include (but are not limited to) first and last name, home or other physical address, email address, phone number, work history and other contact information.

“**Visitor**” an individual visiting our Website.

“**Website**” means Gear4music website including <https://www.gear4music.com/information/recruitment>

“**you**”, “**your**” anyone who interacts with our Website, including Candidates and Visitors.

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SECTION 1: GENERAL

Gear4music is fully committed to respecting your privacy, and protecting any information you provide. We only use information you provide to process orders you may place at a Gear4music web site, notify you when important changes are made to our service, and occasionally tell you about relevant products or services we are offering. We will not pass your details to third parties for marketing or research purposes. Please note that we may retain any data that you provide on this website, even if you do not complete your registration by clicking 'Register new account'. Such contact details and data may be used to contact you to enquire why you did not complete your registration.

These terms can be accessed via this URL at all times, and a link to these details will be emailed to you when you have placed an order. For future reference you may save a copy of these terms to your machine so they may be accessed at a later date. You have the right to access your personal data and the right to correct, block and delete it at any time.

Information We Collect

Our primary goal in collecting personal information from you is to provide you with a smooth, efficient, and personalised experience while using our web-site. This allows us to provide services and features that most likely meet your needs, and to customise our service to make your experience easier and quicker.

To fully use our web-site and make purchases, you will need to register as a customer, where you will be required to provide us with your contact information and some other information relating require to process any orders you place with us. We automatically track certain information about you based upon your behaviour on our site. We use this information to do internal research on our users' demographics, interests, and behaviour to better understand and serve our users.

We use a web analytics tool to analyse site usage, how our users arrive at our site, what they do on the site, what browser they are using and on what operating system etc. However, this analytics data, collected via a JavaScript tag in the pages of our site, is not tied to personally identifiable information.

Cookies

We use a number of different cookies on our site. If you do not know what cookies are, or how to control or delete them, then we recommend you visit <http://www.aboutcookies.org> for detailed guidance.

The following describe the cookies we use on this site and what we use them for. Currently we operate an 'implied consent' policy which means that we assume you are happy with this usage. If you are not happy, then you should either not use this site, or you should delete Gear4music.com cookies having visited the site, or you should browse the site using your browser's anonymous usage setting (called "Incognito" in Chrome, "InPrivate" for Internet Explorer, "Private Browsing" in Firefox and Safari etc...).

We use many cookies to enhance the shopping experience for the user, these include:

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- **Advertising Cookies** - we advertise Gear4music on a number of third party websites and ad networks, and use cookies to track which sites you clicked on. These include AdNxs, Click Fuse, Five.tv, Google Double Click, Guardian.co.uk and Rubicon Project.
- **Affiliate Cookies** - allows us to track how you found Gear4music through external websites, and in some cases reward those websites.
- **Criteo** - provides users with personalised adverts when visiting selected other websites. These adverts are based on the products that you have been viewing on the Gear4music website, and may also show products similar to those you originally looked at.
- **Google Analytics** - provides us with information about how users use the site enabling us to improve and refine customers' experience of Gear4music. User data is all anonymous. You can find out more about Google's position on privacy as regards its analytics service at <http://www.google.co.uk/intl/en/analytics/privacyoverview.html>
- **QuBit** - to ensure effective delivery of our cookies and to provide optimum user experience, we use QuBit to manage our cookies. It does not track information itself, but remembers specific tasks that we tell it to do.

Session Cookies

We use a session cookie to remember your log-in for you and what you've put in the shopping basket. These we deem strictly necessary to the working of the website. If these are disabled then various functionality on the site will be broken - including the ability to place orders.

Third Party Cookies

Some cookies used on our site are provided by third-parties, for example pages that contain embedded content, such as YouTube videos, may send you cookies. These cookies are out of our control and you should check these third-party sites for further information.

Share Tools

If you use social networks, such as Facebook and Twitter, to share information from the Gear4music website, you may be sent cookies from these websites. These cookies are out of our control and you should check these third-party sites for further information.

Your Consent

By agreeing to the terms of this Privacy Policy, you consent to the cookies referenced above being set on your Device.

Changes to this Privacy Policy

We reserve the right to modify this Privacy Policy at any time, so please review it frequently.

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Data Protection Service

You can obtain further information about data protection and privacy laws by visiting the Information Commissioner's website at: <https://ico.org.uk/for-the-public/>.

SECTION 2: CANDIDATES

This section describes what information is collected by Gear4music from Candidates, and how that information is used by Gear4music.

What Information we Collect from You

When you apply for a job with us (whether via the Website or otherwise), we collect and store certain pieces of Personal Data and other information relating to you, including:

- Full name;
- Contact details, including telephone number and email address;
- Work history, education, skills, experience, and any other information included in your CV;
- Details of job preferences;
- Answers to questions that we pose to ascertain your suitability for the job for which you are applying.

We also collect and store information relating to when and how you use the Website, including (but not limited to) activity data, location data, weblogs and other communication data, although we do not knowingly collect any Personal Data as part of these activities.

Where, How and for How Long we store your Personal Data

The information that we collect from you (including any Personal Data) may be transferred to, and stored at, various destinations. This will not include destinations outside the European Economic Area (EEA). It may be processed by staff operating at various locations outside the EEA who work for us, or for one of our website development, website penetration testing (also known as "ethical hacking"), hosting, connectivity or telecommunications service providers. By providing us with your information (including Personal Data), you agree to this transfer, storing and processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your Personal Data, we cannot guarantee the security of your information transmitted to our Website; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

We will store your Personal Data for no more than one year after you have submitted an application or stopped actively using your Account, at which time your Personal Data will be irretrievably deleted.

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How we Use the Information that we Collect from You

We use the information collected from you to process your job application. By submitting a job application your personal details will be shared with the Recruitment Team at Gear4music, including any Hiring Managers involved specifically in the decision-making process. We promise to treat your personal information confidentially and only share it with authorised personnel involved in the recruitment activity.

The lawful basis for processing your personal data is based on a legitimate interest - we need to capture this information in order to consider and process your job application.

We may also use your anonymised data to analyse recruitment activity, trends, and look at improving recruitment activity and processes moving forward.

Updating your information

You can edit any of the information in your Account. It is your responsibility:

- To protect against unauthorised access to your Account.
- To log-off from your Account when not using it.
- To keep your log-in details secret.

Your Rights under the Data Protection Laws

You have certain rights under the Data Protection Laws, including:

1. The right at any time to withdraw your consent to our processing of your Personal Data.
2. The right to be told what Personal Data we hold about you on our database and how we process that data.
3. The right to request that we provide you with a copy (in a commonly used electronic format) of all the Personal Data that we hold about you. Unless you make repeated requests, we will not charge a fee for providing you with a copy of this data.
4. The right to request that we correct any inaccurate or incomplete Personal Data that we hold about you.
5. The right to request that we irretrievably delete all Personal Data that we hold about you (the so-called "right to be forgotten"). Note that there are limited circumstances in which we are legally entitled to refuse to comply with this request.
6. The right to request that we transmit all the Personal Data that we hold about you (in a structured, commonly used and machine readable form) to another organisation's IT environment. Note that we are only legally obliged to comply with this request if it is technically feasible for us to do so.

Should you wish to exercise any of the above rights, please contact us by post at:

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Data Protection Officer

Gear4music Limited

Holgate Park Drive

York

YO26 4GN

United Kingdom

or by email at dataprotection@gear4music.com

If you exercise any of the above rights, then we will action your request as soon as reasonably practical and, in any event, within one month. You understand that the exercise of any of the rights listed may mean that we are unable to continue to process your job application.

Links to other Websites

Our Website may contain links to enable you to visit other websites which may be of interest. However, once you have used these links to leave our Website, we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites. You should exercise caution, and look at the privacy statement applicable to the website in question.

Your Consent

By agreeing to the terms of this Privacy Policy, you consent to the collection, storage, processing and sharing of your Personal Data and other information on the basis set out above.

Last Updated: March 2018