



## BCOM Privacy Notice – Job Applicants

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V1	April 2018	Rakhi Pai	December 2019	
V2				
V3				

This document provides information about the use of personal information provided by job applicants to the British College of Osteopathic Medicine (BCOM).

### **1. What is 'personal information'?**

'Personal information' means any information which relates to or identifies you as an individual.

### **2. Who will process my personal information?**

The information provided here applies to the use, sharing and disclosure of your personal information by the British College of Osteopathic Medicine

### **3. What personal information will be processed?**

BCOM will use the details you provide on your application form / CV, together with the supporting documents requested and additional details provided by any referees and recorded following any interview process, in order to process your job application.

If you are required to undergo certain additional recruitment checks or procedures as part of the job application and offer process (e.g. criminal records checks), we will use this information as described in BCOM's DBS Policy statement for employment applications.

### **4. What is the purpose and legal basis of the processing?**

BCOM will process the personal information provided on your application and the other information referred to above for the purposes of identifying you, processing your application, verifying the information provided and assessing your suitability for the role (including any relevant right to work checks), deciding whether to offer you a job, and communicating that outcome (together with any feedback).

We may also use or disclose the information provided for the following statutory or public interest purposes:

- To prevent or detect fraud.
- For equal opportunities monitoring.
- To help us to make reasonable adjustments for any disability, as requested by you.
- To provide statutory returns required by applicable legislation.
- For research and statistical purposes, but no information which could identify you will be published.

If you are a current employee, then we may use the information (including equalities information) you provide in any application you submit to update the employment records we already hold on you.

We consider the processing of your personal information for the above purposes to be either necessary for us to take steps with a view to creating a contractual relationship with you (e.g. to assess your application for employment with us), or necessary for compliance with a legal obligation (e.g. making reasonable adjustments for disabled employees). We require you to provide us with the information we ask for during the application process in order to assess your application properly except where its supply is marked as optional. Applications decisions are not automated.

### **5. Who will my personal information be shared with?**

As well as circulating your application and related materials to the appropriate staff at BCOM, we will share your personal information for the above purposes as relevant and necessary with:

- Your referees

- Where relevant and as required, to BCOM's accrediting University.
- Where relevant and as required, the Disclosure and Barring Service or UK Visas and Immigration in order to administer relevant recruitment checks and procedures - as described in BCOM's DBS Policy statement for employment applications.
- Companies or organisations providing specific services to, or on behalf of BCOM (e.g. pension's administrators, insurance companies).

## **6. How is my personal information used if I become a member of staff?**

If you are offered to work with us, we will use your personal information for the purposes described in BCOM's Privacy Notice (Employees, Contractors and workers), as amended from time to time.

If you are accepted, BCOM will also share data about you to BCOM's accrediting University and other external agencies, as required.

## **7. How can I access my personal information?**

You have the right to access the personal information that is held about you by BCOM. Further details are set out on BCOM Procedure for Dealing with Subject Access Requests. You also have the right to ask us to correct any inaccurate personal information we hold about you, to delete personal information, or otherwise restrict our processing, or to object to processing or to receive an electronic copy of the personal information you provided to us.

## **8. How long is my information kept?**

We store your personal information for as long as necessary to complete the application process. If you are successful, your information will be kept as part of your staff record for the duration of your employment. If you are unsuccessful, your information will be normally kept for one year after the completion of the application process. Please refer to HR records management Policy for Information about how long different types of information are retained by BCOM.

## **9. Who can I contact?**

If you have any questions about how your personal information is used, or wish to exercise any of your rights, please consult BCOM's data protection policy. If you need further assistance, please contact BCOM's Data Protection Officer ([dpo@bcom.ac.uk](mailto:dpo@bcom.ac.uk)).

## **10. How do I complain?**

If you are not happy with the way your information is being handled, or with the response received from us, you have the right to lodge a complaint with the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF . Tel: 0303 123 1113 (<https://ico.org.uk/concerns/handling/>)

## **11. Are changes made to this policy?**

This policy was last updated in April 2018. It is reviewed when necessary and at least annually. Any changes will be published here.