

COLLEGE OF INTEGRATED CHINESE MEDICINE

JOB APPLICANT PRIVACY NOTICE

The College of Integrated Chinese Medicine Limited (CICM) are the Data Controller for personal data relating to you that we process. CICM is registered with the Information Commissioner's Office (Registration Number: Z8468925) and <https://www.acupuncturecollege.org.uk/> is a website operated by CICM. This Privacy Notice informs you about how and why CICM collects, processes, uses and shares your personal data and your rights regarding the personal data we hold about people who apply to work for CICM (applicants).

This Privacy Notice is effective from: January 2024.

What information we hold

The categories of personal information that we collect, hold and share include:

- Personal information (such as name, date of birth, address, telephone number, national insurance number, contact details your nationality and your country of birth)
- Characteristics (such as whether you have a disability, your gender, your race or ethnicity, your religion or belief, your sexual orientation , the languages you speak);
- Skills and experience information (such as details you provided as part of your application to join us, your CV, details of your employment history, references provided by previous employers, results of selection tests and notes made at the selection activities you took part in);
- Records of safeguarding checks which we have undertaken including the number of the Disclosure and Barring Service Certificate we received, a record that we confirmed your identity and your right to work in the UK including any visa which you may hold.

Why we hold your information

We use applicant information to:

- Process your application to work at CICM;
- Enable assessment and improvement of the workforce;
- Inform the development of employment policy and strategy;
- Comply with the law regarding data sharing;
- Comply with our contractual obligations.

The lawful basis for using this information

Under GDPR, we can process information on certain legal grounds (bases).

In the case of staff information, we collect and use information under the following bases:

- The fulfilment of contract (which includes actions to move towards a contract);
- The legitimate activities of a not-for-profit body.

Collecting staff information

The majority of the information you provide to us is necessary for us to process your application and meet our obligations as an employer, and failure to supply such information may mean that we are unable to process your application. On the other hand, some staff information is provided to us on a voluntary basis, for example information concerning your personal characteristics. We will inform you whether you are required to provide certain information to us or if you have a choice in this. Under some circumstances, we may obtain information from third parties, such as your previous employer. We will normally seek your consent before obtaining such information.

Storing staff information

We store staff information securely and in line with our Data Protection Policy and associated procedures.

Successful applicants

If your application is successful, we will hold your information in line with our Data Protection and Privacy Policies which will be supplied to you upon appointment.

Unsuccessful applicants

If you are unsuccessful in your application to work for CICM we will hold your data for a period on one year from the decision not to appoint you.

Who we share staff information with

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the Admin team, shortlisting and interview panel members involved in the recruitment process (this may include external panel members), other managers in the department with a vacancy (where appropriate) and IT staff if access to the data is necessary for the performance of their roles. We do not share information about our staff with anyone unless it is necessary and in line with the lawful basis for processing listed above, or with the consent of the staff member concerned.

Requesting access to your personal data

Under data protection legislation, staff members have the right to:

- Request access to the information we hold about them (Subject Access Request);
- Be informed of the identity of the controller, the reasons for processing their personal data and other relevant information necessary to ensure the fair and transparent processing of personal data;

- Object to processing of personal data that is likely to cause, or is causing, damage or distress;
- Prevent processing for the purpose of direct marketing;
- Object to decisions being taken by automated means;
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed

Contact the Data Protection Officer (DPO) : If you have any queries about this privacy notice or how we process your personal data, you can contact our Data Protection Officer by: Email: dpo@cicm.org.uk Telephone: +44 (0) 1189508889 Post: Data Protection Officer, The College of Chinese Integrated Medicine 19 Castle Street • Reading • RG1 7SB

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner and you can find out more about your rights under data protection legislation from the Information Commissioner's Office website available at: www.ico.org.uk.