



# PRIVACY STATEMENT

January 2018

We keep a record of, and process, the data you provide when:

- Applying for a vacant or new job at the RCM (e.g. application documents and records of the recruitment process)

- You complete paperwork in relation to a job or engagement, including, but not exclusively, details provided by your referees, personal and bank details

- you communicate with us about other HR related procedures whilst being an employee, worker, student worker or individuals providing services on a self-employed basis (e.g. regarding sickness absence, training, invoicing)

We store your personal data on secure manual filing systems or on password protected administrative systems and access is restricted to those RCM staff who need it.

We do not use any automated processes to make decisions about individuals.

We are required to obtain and process certain personal information so that, for example, staff can be recruited and paid and legal obligations to government complied with, including the following:

- To administer payment processes including payroll, pension, staff benefits, expense claims and invoices from individuals providing services on a self-employed basis

- To support training and professional development

- To ensure the health, safety and wellbeing of employees, workers, student workers, individuals providing services and job applicants and accommodate special requirements where necessary (i.e. in respect of declared disability, religion)

- To meet our legal obligations to compile statistics and provide data to central government agencies and regulatory bodies

To process equal opportunities data (e.g. legal sex, gender identity, relationship status, religion or belief, sexual orientation, nationality, ethnicity, disability) for Higher Education Statistical Agency (HESA) purposes. For more details about HESA, please visit their website; [HESA](#).

To ensure that you have access to the RCM's facilities

To allow us to contact a chosen next of kin in the event of an emergency

To manage the termination of employment by resi

