

Staff recruitment privacy notice statement

The General Medical Council (GMC) is committed to protecting your personal data and respects your privacy. This privacy notice statement relates to the processing of your personal data by the GMC for purposes of recruitment.

In the course of applying for a role at the GMC you will visit <https://jobs.gmc-uk.org> and we may process your personal data. This online recruitment system is provided by the GMC and hosted by its third party Supplier. Your personal data may include information like your name, email address or telephone number and processing could mean collecting, storing, using or disclosing your personal data.

We are bound to comply with the General Data Protection Regulation (GDPR). This statement sets out how the GMC adheres to our legal obligations under GDPR. Other policies or processes may contain further privacy notices or statements specific to that policy or process. These privacy notices or statements shall supplement this privacy notice statement.

Data controller

The GMC is the data controller in relation to your personal data that we collect, store and use.

What we use your personal data for

When you visit <https://jobs.gmc-uk.org> to apply for a role you may be asked to provide certain information yourself, including your name, contact details, date of birth and job history. This information is mandatory and is collected to facilitate the recruitment process.

We will also ask for equality and diversity data, such as age, ethnicity, disability, gender, sexual orientation, caring responsibilities and religion or belief. This special category data is used for anonymised statutory monitoring and reporting purposes and enables us to understand and report on trends in all stages of our recruitment process. This information is optional and you can choose not to complete. If you are offered a role we will transfer this information to your employee file, which is kept confidential.

The GMC and/or persons acting on our behalf may use your personal data for any of the following purposes:

- for general HR and finance administration, including expense processing, travel and accommodation booking, equal opportunities monitoring, business continuity planning;
- for monitoring and assessing compliance with GMC's policies and standards;
- for administrative purposes in relation to the security and access of our systems, premises, and IT systems;
- to comply with our legal and regulatory obligations and requests;
- to comply with court orders and exercise and/ or defend our legal rights;
- for any other legitimate business purpose; and
- as otherwise permitted by any applicable law or regulation

We make every effort to maintain the accuracy and completeness of your personal data we store and to ensure all of your personal data is up to date. However, you can assist us with this by promptly contacting us if there are any changes to your personal data or if you become aware that we have inaccurate personal data relating to you.

Access to your personal data

Your personal data will only be accessed by GMC staff and/or persons acting on our behalf, that have a legitimate reason for doing so; for example by HR and Finance staff for expense processing.

Please be aware that the GMC uses a third party supplier to hold the information you submit. The third party company complies with the GMC's security policy and therefore will not share your data with anyone other than the GMC.

In the event of your application resulting in an offer your personal data will only accessed by GMC staff and/or persons acting on our behalf, that have a legitimate reason for doing so; for example by HR and Finance staff for payroll and expense processing and by our pension provider.

During the recruitment process you may be asked to complete online testing to support the selection decision. The GMC uses a third party supplier to facilitate online testing and your name and email address will be provided to them. The third party complies with the GMC's security policy and has their own privacy statement which will be made accessible to you. They will not share your data with anyone other than the GMC without your prior agreement.

When you have accepted a position we will also register you with a third party supplier to complete verification and background checks. The GMC will give the third party your name, date of birth, telephone number and email address. The third party company complies with the GMC's security policy and has their own fair processing/privacy policy which will be made accessible to you. They will not share your data with anyone other

than the GMC without your prior agreement or as necessary for providing their screening service or as required by law.

You are entitled to request a copy of the personal data we hold about you. To do this, you can email FOI@gmc-uk.org. We'll usually respond within one month, but if the request is complex or involves large amounts of data we have up to three months to respond.

Retaining your personal data

We will only retain your personal data for as long as necessary to fulfil the purpose for which it was collected or to comply with legal, regulatory or GMC policy requirements.

Data you enter on our online recruitment system will be stored in the system so that it can be available for you to 'reuse' as part of a future application. If you do not use the online recruitment system for twelve months your details will be automatically removed after being alerted by email.

Controlling how we use your data

You have the right under GDPR to control how we use your data, by asking us to delete it or limit how we use it. You can find out more about your rights under GDPR [here](#). If you have any queries on your rights under GDPR please email FOI@gmc-uk.org.

The right of complaint

You also have the right of complaint if you think your personal data has been misused by the GMC or it is not being kept securely, you should advise us immediately so this can be investigated and correcting action taken where necessary.

If you're unhappy with our response to the issue or concern you have raised you can make a complaint to the Information Commissioner's Office (ICO). You can contact the ICO on 0303 123 1113 and further information on making a complaint can be found on their [website](#).

Updates to this statement

We may change or update parts of this privacy notice statement in order to maintain our compliance with applicable law and regulation or following an update to our internal policies and processes.

For further information on this statement and how the GMC collects, stores and uses your personal data please contact:

- Andrew Ledgard, Head of Information Policy and GMC Data Protection Officer
- [Information access team](#)
- [Associate Services team](#)

Links:

- [GMC Privacy policy](#)
- [Information Commissioner's website](#)

Last updated May 2018