

RECRUITMENT PRIVACY POLICY

This Recruitment Privacy Policy sets forth the practices of University of Missouri-Columbia School of Medicine (“SOM”) for collecting, storing and processing the personal data of individuals collected as part of the recruitment process.

WHAT DATA IS COLLECTED?

When an applicant applies for a position with SOM, the following data may be collected directly from the applicant and/or from third parties that the applicant has authorized to provide information:

- Applicant’s contact information, such as name, address, email address and phone number.
- Information about the Applicant’s employment background, such as a resume or curriculum vitae, academic and professional qualifications, and employment history.
- Work eligibility and immigration information such as citizenship information and visa documentation.
- Demographic information such as national origin, race, gender or other information for government reported statistics as allowed by law or with the Applicant’s consent.
- Criminal Background checks or right to work verifications.
- Information gathered from public sources and social media sites.
- Confidential and/or personal recommendations from references.
- Information that an Applicant provides by filling in forms on SOM website.
- Records and copies of an Applicant’s correspondence with SOM.

WHAT DATA IS COLLECTED THROUGH AUTOMATIC DATA COLLECTION TECHNOLOGIES?

SOM may use automatic data collection technologies to collect certain information about individuals using the SOM website, including:

- Details of the individual's visit to the website and the resources the individual accessed and used on the website.
- Information from the individual's computer and internet connection, including their IP address, operating system and browser type.

HOW WILL THIS DATA BE USED BY SOM?

Data collected as part of the recruitment process may be used:

- To communicate with the Applicant about the job application and other job opportunities.
- To administer, support and manage the job application process.
- To comply with applicable legal or regulatory requirements.
- As described to the Applicant at the time the data was collected.

WITH WHOM DO WE SHARE THIS DATA?

Data collected as part of the recruitment process will be shared:

- Internally with employees, contractors or vendors involved in the recruitment process.
- With third-party service providers who provide services to SOM as a part of the recruitment process.
- As may be required to comply with applicable laws, such as responding to subpoenas or court orders, or as necessary to protect the safety of members of our community.
- This data will not be shared with employees, contractors or vendors not involved in the recruitment process, or with third-parties, except as may be permitted or required by applicable laws and regulations. SOM will not sell this personal data and will not use this data for commercial purposes.

LEGAL BASIS FOR PROCESSING THIS DATA:

If an Applicant is located in the European Economic Area, United Kingdom, or Switzerland, SOM collects and processes the Applicant's personal data on the following legal bases:

- Consent: SOM may ask the Applicant for their consent to process their personal data. Such consent can be withdrawn at any time, which will not affect the lawfulness of the processing prior to the time the consent was withdrawn.
- Legitimate Interest: SOM may process certain personal data for legitimate interests, which may include, but are not limited to, administering the recruitment process and managing applicants effectively.
- Performance of a Contract: SOM will process personal data to perform actions that are necessary prior to entering into an employment relationship with the Applicant.
- Compliance with Legal Obligations: SOM may have to process personal data in order to comply with legal obligations, such as responding to legal process, or to exercise, establish or defend legal claims.

HOW IS THIS DATA PROTECTED?

SOM will control access to this personal data, and will not share this data with any employees, contractors or vendors not involved in the recruitment process. SOM will maintain a comprehensive information security program using administrative, physical, and technical safeguards. This data will be retained for a period of one year (12 months) from the end of the employment application process. However, if the Applicant is ultimately employed, that Applicant's personal data will be added to their human resources file and will be maintained in accordance with applicable University Collected Rules and Regulations and policies.

CALIFORNIA PRIVACY RIGHTS:

California Civil code Section 1798.83 permits users of the SOM website that are California residents to request certain information regarding the disclosure of personal information to third parties for their direct marketing purposes. SOM will not disclose recruitment personal data to any third party for their direct marketing purposes. However, a request for this information may be made to the contact listed below.

POLICY CHANGES:

SOM may change this Recruitment Privacy Policy from time to time. If a material change is made to this Policy, a notice will be posted to the SOM webpage about the change.

ALL INQUIRIES REGARDING THE SECURITY AND PRIVACY OF RECRUITMENT DATA may be directed to the following: