

**Privacy Notice – GCU Careers Service**

**Background**This Privacy Notice is designed to explain how and why personal data about individuals in the following categories is used and managed:

* Students and Graduates using the GCU Careers Service
* Employers using the Careers Service

All personal data will be treated in accordance with the terms of the Data Protection Act 2018 and the UK General Data Protection Regulation (“data protection law”). This means that confidentiality will be respected and that appropriate security measures will be taken to prevent unauthorised disclosure. This Privacy Notice outlines the way we collect your personal data, what we do with that personal data and your rights in relation to this information.

GCU Careers Service provides careers support to students and graduates through one to one appointments, providing careers education in programmes, providing opportunities to view vacancies via our CareerHub vacancy system and also to meet with employers online, on campus and at events. In order to provide this service, it is necessary for the Careers Service to collect and process some personal data about students, graduates and employers.

**Using your personal data**

|  |
| --- |
| **Who will process my personal data?**  Under data protection law the University is the “data controller”. This means that the University is responsible for deciding how it uses and processes your personal data and for complying with requests relating to your personal data. |
| **Why do we collect and use your personal information?**  **If you are a student or graduate:**  We use your personal data to provide a careers support service upon your request. We use it to make an appointment with a Careers Adviser, send you information about career opportunities and employers visiting campus and any events that are relevant to your course area or career. You may share documents such as CVs, applications and cover letters with the service, which contain personal data.  **If you are an employer:**  We use your personal data to provide a service to you that allows you to post job vacancy information to GCU students and graduates on behalf of you or your organisation. We may also let you know about any events that are relevant to your organisation and we may collect personal data about you via our booking system for events.  We only use your personal data to provide a careers service and for the purposes we have told you about. |
| **Keeping personal data updated**  The University strives to ensure that all personal data is accurate and up to date.  Students and Graduates and Employers are responsible for keeping their personal data up to date. You can let us know if your details change by updating the CareerHub system or contacting [careers@gcu.ac.uk](mailto:careers@gcu.ac.uk) |

|  |
| --- |
| **How long is the personal data kept?**  The University will retain your personal data only for as long as necessary for the purposes described. Please note, however, that even after termination of your relationship with the University, GCU may still need to retain your personal data to meet its obligations to keep certain records for particular periods under applicable law.  Further personal data is available in the University Records Retention Schedules:  <https://www.gcu.ac.uk/recordsmgt/> |
| **Where do we obtain personal data from?**  **If you are a student or graduate:**  Personal data is obtained directly from the student registration system (name, ID, contact details, course, School and year of study) and any additional personal data may be provided by you when you use the service.  **If you are an employer:**  Personal data is obtained from you at the point of registration within the vacancy system or contacting the Employer engagement team. |
| **What personal data is being collected and used?**  **If you are a student or graduate:**  Data will consist of the personal data provided by you, the student or graduate or by a company acting on behalf of the University, including:   * student ID * contact details such as email address and telephone number * course title * year of study and school * information about the reason for your appointment * career preferences   **If you are an employer:**  Data we collect may include your name, job title, organisation information, contact details such as email address and telephone number, vacancy information and web address. You have control over the information in the system via a username and password  Your personal data can be updated at any time and you have the right to be removed from the system.  Special category personal data may be processed where it is necessary and lawful for us to do so. In most cases you have the option whether to provide this personal data or not. This refers to data revealing:   * Racial or ethnic origin * Political opinion * Religious or philosophical beliefs * Trade Union membership * Physical or mental health * Sex life or sexual orientation   Data relating to criminal convictions and offences is also subject to additional protection and only collected where necessary. |
| **Who is the personal data shared with?**  Your personal data will be shared internally at GCU with only with those individuals who require it in the course of their duties.  The University may be required to share your personal data with external organisations. This may happen due to a statutory or legal obligation.  GCU will share your personal data with CareerHub, the university vacancy and appointment system. If you do not wish to use this system contact us at the following address and let us know and we will remove your details from the system:  [careers@gcu.ac.uk](mailto:careers@gcu.ac.uk) |

|  |
| --- |
| The Careers Service may share personal data with third party service suppliers where it is necessary for us to do so to deliver our service to you. We have contractual agreements in place with all third party service suppliers outlining the data processing obligations we require our providers to adhere to in accordance with data protection law.  We allow students to access the CareerHub external careers system, licensed by GCU, to assist students in developing their career management skills. When using the external system, you will be in control of the level of personal data that you share. |
| **How is the personal data kept securely?**  The University has in place a series of technical and organisational measures to protect and safeguard all the personal data it holds. Personal data is kept securely on University equipment in line with University Information Security and Data Protection Policies. Access is restricted to only those staff or authorised agents who require it and on a “need to know” basis. |
| **Will the personal data be used for automated decision-making?**  No. |
| **Is the personal data transferred outside the United Kingdom?**  Some of GCU’s third party service suppliers are located outside the UK and it is possible that your personal data may be accessed or processed from outside the UK. GCU ensures that appropriate safeguards are in place prior to transferring your personal data outside the UK. |
| **Your rights**  You have the right to:   * Find out what personal data we process about you and to request a copy of the data * Ask us to correct inaccurate or incomplete data   If you think we are acting unfairly or unlawfully you can:   * Object to the way we are using your data * Complain to the UK Information Commissioner’s Office   Under certain conditions you also have the right to ask us to:   * Restrict the use of your data * Erase your personal data or tell us to stop using it to make decisions about you * Provide you with a portable electronic copy of data you’ve given us   Please contact us if you wish to exercise/enquire about any of these rights. |

|  |
| --- |
| **Contact Details**  Data Protection Officer (DPO)  Department of Governance  Britannia Building  Glasgow Caledonian University  Cowcaddens Road  Glasgow  G4 0BA  Email: [dataprotection@gcu.ac.uk](mailto:dataprotection@gcu.ac.uk) |
| **Legal basis for using your information**  The legal condition which enables the University to process personal data is found in Article 6 of the General Data Protection Regulation (GDPR). In particular we rely on:   * Article 6(1)(f) legitimate interest * Article 6(1)(b) performance of a contract   Where special categories of data are processed we will have your explicit consent or another legal reason within Article 9(2) of GDPR will apply. |
| **Further personal data**  The Information Commissioner’s Office website: <http://www.ico.org.uk>  The University’s Data Protection webpages: <https://www.gcu.ac.uk/dataprotection/>  Further information is available in the Student Privacy Notice and Staff Privacy Notice:  <https://www.gcu.ac.uk/dataprotection/> |