

Career & Employability Services Privacy Notice for Employers and Business Partners

Career & Employability Services develop relationships with local, regional, national and international employers and business partners in order to source work-based and workplace learning and employment opportunities for students and graduates. We support a wide range of organisations in accessing the University's students and graduates as a talent pipeline through activities such as careers fairs, curriculum involvement, mentoring and student and graduate placements and internships.

We engage with you as someone who attends events, advertises vacancies, or has expressed an interest in offering a placement, involvement in curriculum activities, student mentoring or who wishes to raise your profile with University of Bradford students. We do this by inviting you to events, or to participate in activities that we feel will interest you. We do this under the University of Bradford's Charter to support the advancement and dissemination of knowledge.

Our stakeholders are important to us and we are committed to protecting your privacy, keeping your data safe and not doing anything with it that you wouldn't reasonably expect. This statement sets out the basis on which any personal data we collect from you will be processed by us when you engage with our Career & Employability Services at the University of Bradford. It describes how we collect, store, manage, protect and use your personal information.

Under what legal basis does the processing of my personal data take place?

The General Data Protection Regulation (GDPR) provides for a number of different legal bases under which processing of personal data may take place.

In cases where we contact stakeholders to engage with Career and Employability Services or participate in activities and programmes, we will rely on the following basis:

- **Performance of a contract:** when you sign up to a contract offering an internship or placement, you are subject to the terms of that contract. This involves sharing information with the intern and with the Finance department for the processing of invoices and payment where applicable as provided by you for the relevant contract.
- **Necessary for the purposes of the legitimate interests:** Invitations will be extended to individuals such as local, regional, national and international businesses, professional bodies, and colleagues from other institutions or associations and other stakeholders who we believe have an interest in the theme of an event or activity. In such cases, it is in the legitimate interests of the University to process personal information in order to extend an invitation.
- **Consent:** In cases of an event or activity where a registration process exists, consent to add you to our mailing list may be requested as part of the registration process. In addition there may be occasions where we contact you to request consent for specific purposes, for example, to pass your details to external organisations for the purposes of surveys and monitoring of employer engagement within the HE sector.

What categories of personal data are used?ⁱ

Personal data necessary for the organisation and management of the activity or event will be used.

Types of personal data can include but is not limited to:

- personal details, including contact information
- visual images (for use in marketing materials)
- biographical details
- education and employment details
- gender
- disability status (to allow consideration for travel or event requirement)
- dietary requirements
- Information published by companies house
- Information contained in newspaper articles
- Social media info

Where do we get your personal data from?

We obtain your information from you directly, via third party apps and websites such as Eventbrite which may store your personal details and then pass them on when you make a booking with us and we may also use information available from external sources to augment information we already have. This enables us to contact you in the event that you change your address, job or phone number, or didn't provide it to us.

We also use information from external sources to gain a better understanding of our supporters to improve our event invitation methods, products and services and make sure we contact you in the most relevant and appropriate way. The information we get from other organisations depends on your privacy settings and the responses you give them.

When someone you know refers you to us.

On occasion, someone you know, for example friends, family or a business associate, may give us your name and contact details as someone who is likely to be interested in events and activities organised by the University of Bradford. We will contact you as soon as is practicable to let you know we are processing your data in this way.

Social Media

We use social media to provide updates and promote events, news and partnership updates. On occasion we may reply to comments or questions you make to us on social media platforms.

How do we keep your data safe and who has access to it?

We are committed to keeping your data secure. Your data is hosted on a secure server within the University network, on our JobsOnline database or Jobteaser, or occasionally on a ticketing and registration platform such as Eventbrite.

JobsOnline is operated by ProspectsNet, a UK company. Your personal data is held within the EU, and is processed in accordance with the EU General Data Protection Regulation (GDPR).

Jobteaser is French owned. Your personal data is held within the EU, and is processed in accordance with the EU General Data Protection Regulation (GDPR). More information can be found at <https://inspiringthenewgeneration.com/gdpr/>

Eventbrite are US owned and your personal data held by them is held outside the EU. Both companies have subscribed to the US/EU Privacy Shield Framework which ensures that information held by US companies is processed in accordance with the same standards as required by the EU General Data Protection Regulation (GDPR).

We may use MailChimp as a tool to send communications to you and therefore transfer your data to them to do this. MailChimp aim to be complaint with the rules of GDPR by May 2018, and will have put measures in place to keep your data secure.

Access to information held for Career & Employability Services is restricted to individuals who need to see the data to carry out their duties in the University. Your information is only accessible by appropriately trained staff.

We take appropriate measures to ensure that the personal information disclosed to us is kept secure, accurate and up to date and kept only for so long as is necessary for the purposes for which it is used.

Who else do we pass this information on to?

We may need to share your details with other departments within the University such as relevant academic staff and service departments such as finance, legal, payroll etc., where relevant to the purposes of engagement.

We may need to disclose your details if required to the police, regulatory bodies or legal advisors where there is a legal requirement or an overriding public interest to do so.

The University may occasionally share your personal data with consultants or professional advisers, survey or research organisations working on behalf of the University. You will be asked to specifically opt-in to the processing of your data with regard to these matters as they arise.

We never sell or trade your personal data.

Do we transfer the information overseas?

On occasions events and activities will be delivered internationally, particularly in relation to study exchanges and work abroad. In these cases it may be necessary to share data overseas in which case we will check there is adequate protection.

How long do we keep this information for?

In line with [JISC Records Retention Schedule](#) documents relating to the organisation and administration of events shall be kept for 1 year following event completion and 3 years following event completion for the planning and evaluation of events.

Delegates, who continually attend events or give consent for ongoing event notifications, data will remain active on our database until such a time that consent is withdrawn.

We will keep records of placement providers who have participated in internship programmes for a maximum of 7 years.

How can you verify, modify or delete your information?

You have a right to ask us to stop processing your personal data in cases where we are relying on legitimate interests, and if it's not necessary for the purpose you provided it to us for (e.g. registering you for an event) we will do so.

You also have the right to withdraw your consent in cases where you have provided this.

What are your rights as a data subject?

As a person whose personal data we are processing, you have certain rights in respect of that personal data; you have the right:

- To withdraw consent or ask us to stop processing your personal data
- To access your personal data that we process;
- To rectify inaccuracies in personal data that we hold about you if it is inaccurate or incomplete;

- To request the deletion or removal of your personal data where there is no compelling reason for its continued processing;
- To restrict the processing of your personal data in certain ways;
- To obtain your personal data for reuse;
- To object certain processing of your personal data;
- To complain to the Information Commissioner's Office about the way in which we process your personal data.

Note that withdrawing consent or restricting processing of data may also restrict the level of engagement you may have with the University and its students.

Contact Information

If you have questions concerning any information processed in the context of an event or activity run by Career & Employability Services, or on your rights, feel free to contact us using the contact information provided for the event, or as follows:

- T: +44 (0) 1274 234991
- E: employerservices@bradford.ac.uk

To contact the University's Data Protection Officer, please call:

- T: +44 (0)1274 233021
- E: data-protection@bradford.ac.uk.
- A: University of Bradford, Richmond Road, Bradford, BD7 1DP

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Our information practices change from time to time, please check for updates on this page.

Please note that, in addition to Career & Employability Services, other Faculties and Directorates of the University deliver learning activities, events and arrange student placements within their academic or professional fields. Each Faculty or Directorate may hold and process personal data relating to the activities delivered in their service separately to the data stored by Career & Employability Services.
