

CareerEDGE Careers Centre privacy notice

Last modified on 7 February 2020

How we use your information when you use CareerEDGE

This privacy notice tells you what we will do with your personal information when you use the CareerEDGE Careers Centre system provided by UCLan Careers Service. Personal information (or personal data) is any information which relates to and identifies you. Data protection legislation (the General Data Protection Regulation (GDPR) and the Data Protection Act 2018) set out how we should handle your personal information.

Our contact details

The University of Central Lancashire Higher Education Corporation is the data controller for the personal information we process, unless otherwise stated. We are registered with the Information Commissioner's Office and our registration number is Z5512420.

There are many ways you can contact us, including by phone, email, social media and post. See our [main contact details](#).

You can contact the Careers Service using any of the contact information on [our webpage](#).

Our Data Protection Officer

UCLan's Data Protection Officer is the Information Governance Manager, who can be contacted on DPFOIA@uclan.ac.uk. Further information and contact details can be found [here](#).

What personal information will we use?

The Careers Service holds information about all enrolled students in order to provide careers support throughout your time at UCLan and after you graduate. When you create an account within the CareerEDGE Careers Centre system, your account profile will contain your name; address; postcode; telephone numbers; email address; password; profile photograph; and your student ID number (G number).

When you use the CareerEDGE Careers Centre system, it will also hold information you provide about your education, work experience, achievements and skills entered into the CV/resume builder; information recorded by your career coach/administrator such as education history including institutions, courses, department and year of study; achievements; work experience; skills; workplace information including job title, company and department; and any other career, study or employment-related and biographical information which you submit in the process of registering for or using the Career Centre system. The system may also hold information about your gender, date of birth or ethnicity.

The CareerEDGE Careers Centre system will also hold the following information:

- personality and preference data, including personality traits, strengths, motivators and career
- aspirations generated as a result of career assessments you may undertake;
- social media data you choose to provide, such as links to LinkedIn or Twitter profiles;
- career intervention notes from discussions with you career coach or administrator;
- jobs of interest, including role, company and location from your use of the job search engine;

- other information relating to career development, including responses to survey information and other documents you upload;
- usage and log data automatically collected when you visit the Careers Centre site, including IP address and associated general location; device information; browser type; operating system and manufacturer; and your progression through the site, what areas you viewed and where you abandoned it.

Why do we use your personal data?

We will use your personal data to provide the Careers Centre system to you with a view to providing you with the tools and resources necessary to improve your career development. The system is intended to help you to become more able to develop your career and take ownership of your career development.

The Careers Centre system provides you with thousands of careers resources which can help with all aspects of planning your career and the recruitment process. This may appear as e-learning content, employer and career specialist videos or articles on careers related topics. You can also use a range of 'tools' such as a CV Builder, Interview Simulator, Aptitude Tests, Careers Assessments and many more. You can search for vacancies via the system and save your searches to receive email notifications of opportunities. The Careers Centre system is also an online way of you interacting with UCLan Careers. You can request a CV Check, take your 'Career Pulse' (how employable you are) and engage with online courses specifically created for UCLan students and graduates. You may be able to book a careers appointment or careers event / workshop.

We will also use your personal data to comply with legal or regulatory requirements and to monitor usage and accessibility to enable us to make improvements to your experience of using the system.

The Careers Service will keep records and will retain some information about you and your use of the system even if you decide you no longer want to continue to receive careers support. This is because we need to keep a record of the support we have provided to you up to the point you decided to stop using the system. This is for our own business purposes and in case we receive any complaints or concerns about the service we provided to you.

What is the legal basis for this processing?

The University can only process personal data about you if there is a legal basis from the GDPR which allows us to do so.

When you use the CareerEDGE Careers Centre system, a profile will be created and data collected and used for the purposes outlined in this privacy notice. The legal bases on which we rely for processing personal data for these purposes are as follows:

Article 6(1)(c), which allows us to process personal data when it is necessary to comply with a legal obligation. We are legally required to provide some reports and statistics to external agencies, as well as monitoring compliance with laws relating to equality, among other things.

Article 6(1)(e), which allows us to process personal data where it is necessary to perform a task in the public interest. Some internal reporting and monitoring, research, and the provision of student support, is carried out as part of our public tasks.

Article 6(1)(f), which allows us to process personal data where it is in our, or someone else's, legitimate interests to do so and it does not unduly prejudice your rights and freedoms. We rely on this condition to, among other things:

- Hold information about the fact you have successfully enrolled and/or graduated and are eligible to receive support from the Careers Service.
- Process the personal data held in the Careers Centre system for the purposes of providing you with careers support; helping you to improve your career development; assisting you with producing a CV; assisting you with finding and applying for suitable jobs; and any other aspect of providing careers advice and associated support and development.
- Send information about our services to you, including job vacancies and events relevant to your career interests, unless you tell us not to.
- Produce some internal reports, research and statistics. It is in our legitimate interests to use these to evaluate, plan and assess how the University is operating and make any changes we think are appropriate and will benefit current and future students.

We also process some information only if you provide your consent. In this case, **Article 6(1)(a)** applies, and **Article 9(2)(a)** applies where the information is special category data (special category data is information about your race, ethnic origin, political opinions, religious beliefs, trade union membership, genetic data, biometric data used for ID purposes, health, sex life or sexual orientation).

Where we process special category data and data about criminal convictions for the purposes set out in this notice and do not rely on your consent, we rely on the following legal bases from the GDPR and DPA:

Article 9(2)(g) GDPR, which allows us to process special category data if the processing is necessary in the substantial public interest and there is a basis to do so in law. The law which allows us to rely on this basis is **section 10 DPA** by virtue of **Schedule 1 DPA**, which also provides the legal basis for processing data about criminal convictions. Further information about the legal bases from Schedule 1 DPA on which we rely to process these types of personal data can be found in the policy [Data Protection: Processing special category data and criminal convictions data](#).

Article 9(2)(j) GDPR, which allows us to process special category data for archiving, scientific or historical research purposes or statistical purposes, where there is a basis to do so in law. The law which allows us to rely on this basis is **section 10 DPA** by virtue of **Schedule 1(4) DPA**.

Who will my personal information be shared with?

We only share your personal data with another person or organisation where the law allows or requires us to and we consider it to be appropriate under the circumstances or you request that we share it e.g. by using the system to submit a CV or job application to your chosen recruiting organisation.

We may also disclose your information to other organisations so that they can provide services on our behalf e.g. hosted IT services and systems such as the Careers Centre system, which is provided by a company called Abintegro Limited. These organisations are called data processors. We use data processors who are third parties who provide elements of services for us. We have contracts in place with our data processors. This means that they cannot do anything with your personal information unless we have instructed them to do it. They will hold it securely and retain it for the period we instruct.

Sending your information outside the EU

Occasionally we may need to send your personal information outside the European Union/European Economic Area (EU/EEA) e.g. to obtain a service from a data processor. We only transfer personal data outside the EEA if there is a legal basis to do so and appropriate safeguards are put in place to protect your information and ensure it remains secure.

How long will we keep your personal information?

The Careers Service will keep your information for six years following the end of your interaction with the service.

Your data protection rights

Under data protection law, you have rights we need to make you aware of. The rights available to you depend on our reason for processing your information. Further information about each of these rights can be found on the Information Commissioner's Office website [here](#).

Your right of access

You have the right to ask us for copies of your personal information. This right always applies. There are some exemptions, which means you may not always receive all the information we process. For further information or to make a request, please see our website [here](#).

Your right to rectification

You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete. This right always applies.

Your right to erasure

You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing

You have the right to ask us to restrict the processing of your information in certain circumstances.

Your right to object to processing

You have the right to object to any processing we carry out, if we carry it out on the basis that it forms part of our public task or is in our legitimate interests. You also have the right to object to your personal information being used for direct marketing purposes.

Your right to data portability

This only applies to information you have given us. You have the right to ask that we transfer the information you gave us from one organisation to another, or give it to you. The right only applies if we are processing information because we have your consent or because it is necessary for your student contract, and the processing is automated.

Your right to complain

We work to high standards when it comes to processing your personal information. If you have queries or concerns, please contact us in the Careers Service and we will respond. Alternatively, you can contact the Information Governance Manager & Data Protection Officer.

If you remain dissatisfied, you can make a complaint about the way we process your personal information to the Information Commissioner's Office, which is the UK supervisory authority for data protection. Further information can be found on the data protection pages of our website [here](#).