# University of Stirling

Careers Service - TARGETconnect

 Privacy Notice - Graduates, Staff and Applicants

## Purpose

The Careers Service (CS) overarching mission statement is ‘“We are your professional careers experts who provide reliable and relevant careers education, information, advice and guidance to all Stirling students and graduates to empower you to explore career options, develop career skills, and make informed career decisions for a meaningful and fulfilling future.”

We coordinate employment engagement opportunities, which aid the development of student employability and help inform their career planning, job search and transition into the labour market.

This privacy notice is a statement that describes how and why the University of Stirling (‘the University’) processes (‘collects’, ‘uses’, ‘retains’, ‘discloses’, ‘disposes of’) personal information in relation to graduates, applicants and staff registered with the Careers Service, the Student Services Hub and those staff who have a requirement to maintain a relationship with you.

This notice also explains how you can control how we use your information in accordance with your rights under relevant data protection legislation.

For enrolled students using these services, your data will be processed in accordance with the University’s [Student Privacy Notice](http://www.stir.ac.uk/privacy) .

# Categories of personal data

The university process the following information under this privacy notice:

|  |  |  |  |
| --- | --- | --- | --- |
| New Graduate Registrations  | Graduates updating their status from student user | New Staff registrations | Applicant Registrations |
| * Name
* Date of Birth
* Non-student email Address
* Degree graduated with
* Date of graduation
* Details – free text option
* Student ID no.(if known)
* Mobile number
 | * Name
* Course
* Type
* Qualification
* Year of Study
* Department
* Faculty
* Course Start date
* Course end date
* Student number
* Non-student email address
* Gender
* Nationality
* Location
 | * Name
* Preferred telephone number
* Faculty or service
* Job Title
* University of Stirling email address
* Username
* Preferred email address
* Details – free text option
 | * Name
* Preferred telephone number
* Email address
* Username
* Date of Birth
* Details – free text option
 |

# Legal basis

The university must have a lawful basis for processing your personal data. This is based on satisfying one or more of the conditions of processing, and an additional lawful basis under Article 9 for sensitive personal data.

The law provides a number of basis on which Data Controllers such as the University can legitimise its processing activities. The majority of our processing activities in relation to your personal data will be on the following grounds:

|  |  |  |
| --- | --- | --- |
| **Purpose of processing**  | **Lawful Basis under Article 6 GDPR (1)** | **Lawful Basis under Article 9 GDPR** |
| Registration with services  | b and/or f |  |
| Marketing events, relevant vacancies | b |  |
| Sharing information with an employer via your online applications | b |  |
| Monitoring your use of the system and gathering feedback on services | f |  |
| Event registration and management | b and/or f |  |
| Facilitate 1 to 1 support with Careers Service staff including e-guidance. | b | a |
| HESA Graduate Outcomes Survey | c and/or e |  |

**Lawful Basis Under Article 6 GDPR (1)**

(a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes;

(b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;

(c) processing is necessary for compliance with a legal obligation to which the controller is subject;

(e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;

(f) processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

**Lawful Basis under Article 9 GDPR**

1. the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject.

# Third parties

The Careers Service will not share subject data with other external parties for any purposes, other than if you have explicitly provided us permission to do so. Or where it is deemed a legitimate interest e.g. sharing information with employers via your online applications.

In certain circumstances where we assess there may be a risk to life or health we reserve the right to refer details to other University of Stirling services.

# Third party websites

Stirling’s TARGETconnect contains links to third party websites as part of their opportunity and event advert. If you follow a link to any of these websites, please note that they have their own terms of use and privacy conditions. The University of Stirling does not accept any responsibility or liability for these policies or the accuracy of information contained on these third party websites.

# Information Vetting

The Careers Service undertakes to carry out some basic, low level checks to establish if the organisations registering on Stirling’s TARGETconnect are legitimate and are offering genuine opportunities. See our [vacancy handling policy](https://www.stir.ac.uk/media/stirling/student-life/careers-and-employability-service/documents/vacancy-handling-policy.pdf). However it is the user’s responsibility to ensure that participating organisations respect your personal information and rights to privacy so take time to research the organisation and their opportunities that are advertised via stirling.targetconnect.net before contacting them. The university accepts no responsibility for how participating organisations will use your information, however if you feel that the organisation is not meeting its obligations as stated in our vacancy handling policy please contact us as soon as possible on 01786 466089 or email employers@stir.ac.uk

# Automated collection of personal information

As with most other web servers, when you access these web pages certain information you provide will automatically be recorded by the University. This will include your IP address, browser type, and information relating to the page you last visited. This information is processed to estimate how much usage of the server is made by different categories of users.

## Cookies

Stirling’s TARGETconnect uses cookies to make the user experience as fast and convenient as possible. You have the ability to accept or decline these cookies by modifying the settings in your browser.

Stirling’s TARGETconnect uses first party cookies which are set by our web server as opposed to a different web server. They are categorised as strictly necessary, which are essential to the operation of the website, and performance cookies which collect anonymous information about the usage of our website. By using the platfrom you agree that we can place these types of cookies on your device.

We do not use cookies to collect personal information about you. Should you wish to restrict or block cookies which are set by our website you can do this through your browser settings. The 'help' function within your browser or the manual that comes with your device should tell you how. You may also wish to visit [www.aboutcookies.org](http://www.aboutcookies.org/)  which contains comprehensive information on how you can do this on a wide variety of browsers. Please be aware that restricting cookies may impact on the functionality of our website. Specific information about how TARGETconnect uses cookies is available on the GTi media website <http://groupgti.com/about-our-cookies>

# Overseas transfers

There is no transfer of data to non-EU countries. Other than the sharing of information with employers via your online applications.

# Security

The Stirling TARGETconnect service is an online system provided and hosted by GTi Media Ltd.

Access to personal data is restricted to those members of staff who have a requirement to maintain a relationship with you, and is controlled through user security profiles. All University employees, contractors and volunteers that are given access to personal data have a contractual responsibility to maintain confidentiality.

GTI media acts as the University's data processor and only has access to the system to investigate support issues. The University retains responsibility for all data within the database and Careers and Employability staff manage the system on a day-to-day basis by updating the appointments and events calendars, approving organisations and managing the vacancies submitted to us.

The University's Agreement with GTi media explicitly defines the security levels that are in place to prevent unauthorised access; it also makes explicit mention that confidential information will not be made available to any third party, and that personal data is processed only within the terms of the contract agreement.

Your personal data will be held on GTi Media Ltd’s secure servers located in their datacentre in the UK. These servers are managed by GTi Media Ltd and built to comply with the best practice in internet security.

The University of Stirling will also use this system to manage applications to placements and internships and will pass these application details onto employers in accordance with you submitting an application.

# Retention

Graduates and Staff who have not logged in for two years will be prompted to either reset your account or it will be terminated and all data held will be anonymised or deleted.

Prospective student’s data will be held until enrolment for that academic year has been finalised, then merged or deleted as appropriate.

# Sources of data

We obtain personal data about you from the following sources:

For graduating University of Stirling Students, data will be transferred from the student record system SITS plus any data that you chose to upload yourself.

For university of Stirling graduates, prospective students and staff, data will be collected from you at the point of registration on Stirling’s TARGETconnect system plus any data you choose to upload yourself.

# Profiling

‘Automated decisions’ occur where systems make decisions about you without any human intervention.

‘Profiling’ is where information about you is used to tailor goods or services based on your interests, movement or records of your activities.

We will use profiling to personalise information that we send to you to make it relevant to your areas of interest. Automated decision making will occur where information is sent out to you regarding new initiatives or events.

The lawful basis for automated decision making is article 22 of the GDPR - ‘2 (a)

# Your rights

## You have a number of rights in relation to the way we handle your personal information. [More information on your rights](http://www.stir.ac.uk/privacy)

## How we will contact you and your right to object to direct marketing

By completing a profile on TARGETconnect, you grant us permission to use your data to communicate with you information about the products or services we provide as the University of Stirling's Careers Service e.g. vacancies, events and appointments.

Your contact details, including your email(s) and telephone number will also be used to provide further details, reminders and notifications regarding any activity booked through Stirling's Careers Service and to request feedback on our services and activities.

You remain in full control of your information and can adjust your email preferences by logging into your user profile at any time.

Users must opt-in to receive targeted emails and newsletters.

Any changes you request to how your personal information is processed for the purposes of marketing and/or the provision of service updates will be acted on promptly.

# Contact Details

The Data Protection Officer for the University of Stirling is Joanna Morrow.

If you have any questions which you feel have not been covering by this Privacy Notice, or have concerns or a complaints in relation to the University processing your personal data, please do not hesitate to email us at data.protection@stir.ac.uk.

If your request is urgent, please call 01786 466940.

# Further information and Contact

If you have any queries relating to the privacy notice or the way your data is being processed through this website then please contact the Careers Service ask@stir.ac.uk who are responsible for the pages to which it relates.