Version number: 1.1

Policy owner: Careers and Employability Manager

Effective date: 01/09/2021

Review date: 01/09/2022

**Alumni Office and Careers and Employability Service (CES)**

**Privacy Notice – Students and Alumni**

**This Privacy Notice explains what student and alumni personal data is collected by the Alumni Office and CES, and how it is used.**

The University of Chichester as “Data Controller” is providing you with this information, so you know what data we hold about you and why, and how we keep your data protected in compliance with data protection legislation. This Notice should be read alongside the University of Chichester Privacy Standard available online:

<https://www.chi.ac.uk/about-us/policies-and-statements/data-protection>

**What service does the CES offer to students?**

The CES helps students plan their future, find work, placements, postgraduate study or start their own companies. We offer one-to-one advice to help you with choosing a career, job searches, completing an application and improving your CV and LinkedIn profile. Students will also have the chance to network with employers through Employ-Me events. To look for student employability opportunities and book appointments with members of the team, you can register on our Careers and Jobs Board, JobTeaser (see more information below).

**What information are we collecting?**

We collect your contact details and relevant biographical information. This includes contact email and mobile telephone number, notes of face-to-face consultations, and any other relevant careers and employability information relating to your interests and career, as well as events and services offered by the University of Chichester. For placements assessed by the Careers and Employability Team, we collect personal data and store it in our database located in ChiView (SITS) servers relating to risk assessments, your mentor contact at the company, Learning Agreement, and any other relevant information that can affect your work placement, such as any health concerns. Where placements are assessed by the Institutes/Departments, please refer to their specific policies.

If you are a donor, we collect information that relates to your charitable donations to the University.

**Why are we collecting it and what are we doing with it?**

We use the details you have given us to contact you by post, email, social media, or telephone, about

relevant University of Chichester activities or services. We also use your details to facilitate your work placement/s. If you have any concerns or wish to exercise your right to object please use the contact information provided below.

Whilst you are a contracted student at the University, we will send you the following information to your University of Chichester email account which we believe may be of interest:

• Careers, relevant postgraduate courses, work placements for students on undergraduate and postgraduate courses, employability and job-hunting information, advice, and support

• Alumni, careers, and job-hunting publications

• Promotion of benefits and services available to students, recent graduates, and alumni

• Information about events such as employability conferences, careers, and employability support, employer events, lectures, and reunions

• Notification and facilitation of the establishment of networking groups

• University fundraising and other supporter engagement programmes

• Volunteering opportunities as an individual or ways your company may wish to work with us

• Requests to complete relevant surveys

Once you have completed your studies, the University will continue to use the contact details you have provided us with to keep you informed of initiatives relating to your time at the University, and other services and opportunities available to our alumni. If you have any concerns or wish to exercise your right to object please use the contact information provided below.

**How are we collecting your information?**

Under the legitimate interest’s lawful basis, contact data you provided whilst a contracted student is transferred from the student records system to the alumni and supporter database. This includes contact information stated on MS Forms and any other documentation relating to work placements.

Before the end of your course, we will ask you to update your personal contact details. This data will enable us to maintain communication afterwards, and ensures we are able to complete certain statutory returns as required by HESA (Higher Education Statistics Agency), such as the Graduate Outcomes Survey.

We will only do this after carrying out a legitimate interest’s assessment in accordance with data protection legislation. We will ask you occasionally to update your contact details, communication preferences and interests. We may take note of your interests from your interaction with University of Chichester social media pages. We may also use the National Change of Address services to identify contact details that are no longer correct.

**Who are we sharing your data with?**

Your data may be shared with the following groups to communicate with you about placements, news, activities, and other opportunities:

• University of Chichester academic and administrative departments

• University of Chichester CES

• Recognised University of Chichester alumni associations and clubs

• The University of Chichester Students’ Union

• Companies offering work placements

• External agents contracted by the University such as mailing houses and software providers

• HESA, as outlined in our Applicants, Students and Alumni Policy available [here](https://www.chi.ac.uk/about-us/policies-and-statements/data-protection).

We will not disclose your data without your consent to third parties, except where they are acting as authorised agents for the University for the above purposes, or where we are permitted or required to do so in accordance with data protection legislation. In addition, we will not disclose any confidential information to companies regarding work placement risk assessments.

**Who can see your information?**

Your information can only be accessed by the University of Chichester Alumni Office, Careers and

Employability staff, our Business Systems Specialists, and the Head of International Recruitment and

Relations.

Third parties mentioned above may have access to limited information about you for specific data

processing activities, such as your address for sending the alumni newsletter.

**How long is your information kept?**

We will keep your information only for as long as we need it to provide you with the goods, services, or information described (unless you have opted out of receiving this information), to administer your relationship with the University of Chichester, to comply with the law, or to ensure we do not communicate with you after you have asked us not to. For any work placement documentation, we will keep your information until the end of your studies at the University.

Where you have asked for rectification or erasure of your data, we will do so as soon as practicably

possible, but as a maximum within five business days of the Alumni Office or Careers and Employability Service receiving your request. When we no longer need information, we will always dispose of it securely.

**How secure is your information?**

Databases:

The University’s alumni and supporter database is located on our ChiView (SITS) servers which are in the UK. All personal data is stored securely.

The University’s Careers database JobTeaser is protected and hosted by AWS Datacentres that are all located in Ireland, operating under a formal agreement with the University. Individual consent is requested and provided to JobTeaser when students first access this system before any personal information is collected. JobTeaser is the data controller of any personal data you have provided to them during your use of this service. You can access JobTeaser’s GDPR Compliance statement which also has a link to their privacy policy [here](https://helpcenter.jobteaser.com/hc/en-gb/articles/360008199340-GDPR-Compliance-at-JobTeaser).

The University takes its obligations with your data very seriously and will ensure that all appropriate

safeguards and security provisions are in place and JobTeaser’s compliance with its agreements and privacy notice are monitored.

From JobTeaser, you also have the option to link to a third-party website, Forage, which is an online portal offering virtual work experiences and placements. For you to do this, you will be requested to log on giving your personal data. Forage is the data controller for any personal data you provide when using this website. Please see their private privacy policy [here](https://www.theforage.com/privacy).

Data Lists:

As our alumni database grows, we may use the National Change of Address service to identify

contact details that are no longer correct. We may use third parties to carry out list checking on our behalf. We only use trusted third parties with whom we have a contractual agreement.

Event Registration:

Careers and Employability student and graduate events would be processed through the Careers and Jobs Board <https://chi.jobteaser.com> or the University’s website <https://www.chi.ac.uk>.

**Who keeps your information updated?**

You have the right to update your own information at any time by:

Alumni: emailing [alumni@chi.ac.uk](mailto:alumni@chi.ac.uk) or writing to:

Alumni Office, University of Chichester, Bishop Otter Campus, Chichester, PO19 6PE.

Current students: emailing [careers@chi.ac.uk](mailto:careers@chi.ac.uk) or writing to:

Careers and Employability Service, University of Chichester, Bishop Otter Campus, Chichester, PO19 6PE.

You are encouraged to update your own information in relation to job hunting preferences and

careers choices by logging onto the Careers and Jobs Board <https://chi.jobteaser.com>.

**What other rights do you have?**

As a data subject, you have rights when it comes to how we handle your personal data. These

include the right to:

• Withdraw your consent to the processing of your personal data where consent is the lawful basis relied upon, by contacting us via the contact details given above.

• Request access to your personal data that we hold.

• Ask us to erase personal data if it is no longer necessary in relation to the purposes for which it was collected or processed, to rectify inaccurate data or to complete incomplete data.

• Be notified of a data breach which is likely to result in considerable risk to your rights and freedoms.

**Right to object**

Where we rely on the legitimate interest’s lawful basis to process your personal data, you have the

right to object to this processing by emailing the Alumni Office at [alumni@chi.ac.uk](mailto:alumni@chi.ac.uk) or the Careers and Employability Service at [careers@chi.ac.uk](mailto:careers@chi.ac.uk), and stating the specific reasons for your objection to the processing of your data.

**Will your information be used for any automated decision making?**

No.

**Who should you contact with any general queries relating to this privacy statement?**

Alumni Office: [alumni@chi.ac.uk](mailto:alumni@chi.ac.uk)

Careers & Employability Service: [careers@chi.ac.uk](file:///C:/Users/Dtyne/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/5LOXURV0/careers@chi.ac.uk)

**Who should you contact with any concerns about how your personal data is being processed?**

The University’s Data Protection Officer can be contacted via:

Email: [DPOfficer@chi.ac.uk](mailto:DPOfficer@chi.ac.uk) or Telephone: 01243 816000

**Who should I contact if I wish to make a complaint about how the University is processing my personal data?**

You have the right to complain about the processing of your data to the UK regulator, the

Information Commissioner’s Office. For more information about this body, visit [www.ico.org.uk](http://www.ico.org.uk) or to report a concern, visit [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns).