Version number: 2.0

Policy owner: Careers and Employability Manager

Effective date: 30/01/2023

Review date: 30/01/2024

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

**Privacy Notice – Students and Alumni**

**This Privacy Notice explains what student and alumni personal information 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 personal data protected in compliance with data protection legislation. This Privacy 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 Employers Events. To access these opportunities, you can register on ChiCareers, powered by TargetConnect (GTI Group)

As part of the service offered by ChiCareers, you also have the option to access CareerSet. This is an artificial intelligence tool operated by a third-party provider. Once you will access it, via ChiChareers, you will then need to agree to their [Privacy Policy](https://careerset.com/privacy#:~:text=We%20may%20collect%20the%20following,store%20your%20CV%20itself)%3B). Any information you upload to CareerSet is not processed or retained by the University of Chichester.

**What information are we collecting?**

All current students are automatically enrolled into the CES database, which is stored within the University’s central student records system, SITS. We will process the following information as part of providing the Careers and Employability Service:

* Name
* Student number
* Contact details (address, telephone number, email address)
* Course details (name of course, expected award, department, year of study, start date and expected completion date, mode of attendance, level of study)

We will also make a note of any other relevant interests and career plans that you tell us about, as well as your attendance at events and services offered by the University of Chichester.

Additionally, for students participating in placements assessed by the Careers and Employability Team, we will record the following additional information:

* Risk assessments
* Name of mentor/main contact at the company
* Learning Agreement
* Health and Safety form, which with your consent may contain any information you choose to provide relating to your health or disability.

CES does not keep a record of placements that are organised by your department as part of your programme of study. If you would like to find out more about what personal information is held by your department for this purpose please contact them directly.

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, or telephone, about

relevant University of Chichester activities or services. We will also publicise our services through social media, such as LinkedIn, Instagram, Twitter, and if you “like” or “follow” our social media accounts we may contact you directly through that channel. With your consent we will also use your details to facilitate your work placement(s) and job search.

Whilst you are a student at the University, we will send 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.
* Invitations to complete relevant surveys.

Before the end of your course, we will ask you to update your personal contact details.

Once you have completed your studies, the University will continue to use the contact details you have provided to keep you informed of initiatives relating to your time at the University, and other services and opportunities available to our alumni. If you no longer wish to hear from us please use the contact information provided below, which will also be included in any communication from us for ease of reference.

**How are we collecting your information?**

Under the legitimate interests lawful basis, contact data you provided whilst a contracted student is transferred from the student records system to the alumni and supporter database as well as ChiCareers (TargetConnect). This also includes any contact information you provide on placement feedback forms, and any other documentation relating to work placements.

Where we rely on legitimate interests for our processing purposes, we will have carried out a legitimate interests 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.

The data you provide will also enable us to maintain communications and ensure that we are able to fulfil our public task as a University in terms of completing statutory returns required by HESA (Higher Education Statistics Agency) and the Graduate Outcomes Survey.

**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
* 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 to third parties without your consent, except where they are acting as authorised agents for the University for the above purposes, or where we are otherwise 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.

TargetConnect, mentioned above, may have access to limited information about you for specific data processing activities, such as your address for sending the alumni newsletter or resolving technical issues on the platform.

**How long is your information kept?**

We will keep your information only for as long as we need it to provide you with the 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. The University of Chichester offers a life-time Careers Service. Hence, we keep your information until you are a student at the University. At about the end of your studies, we will ask you to register on the platform as “Alumni” and we will keep the information as long as you will be a platform user.

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 one calendar month 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?**

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

The University of Chichester is the Data Controller of ChiCareers. Your personal data stated above will be stored in TargetConnect servers based in the UK. As mentioned above, as part of the service you will have access to CareerSet. In that case individual consent is requested and provided to CareerSet when students access this system before any personal information is collected. CareerSet is the data controller of any personal data you have provided to them during your use of this service. You can access their privacy policy [here](https://careerset.com/privacy).

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

safeguards and security provisions are in place. TargetConnect and CareerSet’s data protection compliance will also be monitored.

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 will be processed through ChiCareers

**Who keeps your information updated?**

Please let us know of any changes to your personal information, so that we can make sure we only hold accurate details for you. You can do this by contacting the appropriate office:

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

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

Current students: [careers@chi.ac.uk](mailto:careers@chi.ac.uk)

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 ChiCareers.

**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 significant 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 such 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 reason(s) for your objection to the processing of your data.

**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?**

In the first instance, please contact the University’s Data Protection Officer with any concerns:

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

If you are not happy with our response, you also have the right to complain about the processing of your data to the UK regulator, the Information Commissioner’s Office (ICO). 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).