Version number: 3.0

Policy owner: Careers and Employability Manager

Effective date: 30/09/2023

Review date:

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

**Privacy Notice – Students and Alumni**

This Privacy Notice explains how the Alumni office and CES comply with data protection legislation when processing personal data. It should be read alongside the University of Chichester Privacy Standard available at: <https://www.chi.ac.uk/about-us/policies-and-statements/data-protection>

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

The CES offers Careers and Study & Work Abroad support to Students and Alumni.

The online service platform is hosted by ChiCareers, which is powered by TargetConnect (GTI Group). The services available on ChiCareers are as follows:

* The Jobs Board, where students can find a range of opportunities including full- and part-time jobs, graduate schemes, work placements, and volunteering vacancies.
* Learning pathways for students to develop their skills or find out about careers-related events.
* The facility to book one-to-one appointments throughout the year for students and Alumni to discuss:
	+ Careers Guidance
	+ Work Placement Support
	+ Study & Work Abroad Guidance
* CareerSet, which is an artificial intelligence CV review tool operated by a third-party provider.

**What information are we collecting?**

**All current students**

As part of our contractual relationship, all current students are automatically enrolled into the CES database, which is stored within the University’s central student records system, SITS. The following information is stored in the CES database:

* Student 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)
* Participation in CES events and use of services
* Career plan and/or relevant interests.

**Students participating in work placements**

For students participating in work placements assessed by the Careers and Employability Team, the following additional information is also recorded:

* Risk assessments
* Name of mentor/main contact at the work placement
* Learning Agreement
* Health and Safety form, which, with the student’s explicit consent, may contain information relating to the student’s health or disability.

CES does not keep a record of placements that are organised by academic departments as part of a programme of study. For more information about what is held by academic departments for this purpose students should contact them directly.

**Turing Scheme**

For students participating in the Turing Scheme the following information will be required to assess eligibility for funding:

* Household income and student loan status
* Current accommodation details
* Passport information (passport number, nationality/ies, country of issue, expiry date)
* Travel and/or medical insurance details if held (name of insurance company, policy number, expiry date);
* Travel plan and associated documents.
* Next of kin name and contact details;

In addition, students will be asked whether they wish to provide details of any relevant disabilities, to allow CES to help identify any adjustments that may be needed while the student is abroad, and to determine eligibility for any additional disability-related Turin funding and any other applicable grants.

**Donors**

We also collect information that relates to charitable donations to the University from individuals.

**Alumni**

We ask all students to ensure personal contact details are up to date before completing their studies. This is primarily to ensure that we are able to fulfil our legal obligations, such as completing statutory returns required by HESA (Higher Education Statistics Agency) and the Graduate Outcomes Survey.

Under the legitimate interests lawful basis, contact details are transferred to the alumni and supporter database when students complete their studies, so that the University can continue to keep in touch with information we believe to be relevant, and other services and opportunities available to our alumni. Individuals can ask us to stop contacting them at any time, using the contact information provided below, which will also be included in any communication from us.

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. From time to time we will ask alumni to confirm the contact details we hold are up to date, and review communication preferences and interests. We will also note 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.

**Why are we collecting it?**

We contact students and alumni by post, email, or telephone, about relevant University of Chichester activities or services. We also publicise our services through social media, such as LinkedIn, Instagram, X/Twitter, and we may contact individuals who “like” or “follow” our social media accounts directly through that channel. On request we will also use the details to facilitate work placement(s) and job searches.

We send the following information to the University email account of current students, 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.
* Study & Work Abroad events and opportunities.
* 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 in which private companies may wish to work with us.
* Invitations to complete relevant surveys.

**Who are we sharing information with?**

Your personal 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
* 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).

At your request we may also share your details with companies offering work placements. We will not disclose your data to any 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.

The information held by the CES and Alumni office can only be accessed by the University of Chichester Alumni Office, Careers and Employability staff, the Study & Work administrator, our Business Systems Specialists, and the Head of International Recruitment. TargetConnect 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 personal information kept?**

Your information will be kept throughout your time as a student at the University of Chichester. After this time we will only retain information required to administer your relationship with CES, 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 lifetime Careers and Employability Service for all services except the Study & Work Abroad offer, which is available only to current students or those who have graduated within 12 months. At the end of your studies you will be invited to register on the platform as “Alumni”, at which point your information will be held until you no longer wish to use the platform.

For any work placement documentation, we will keep your information until the end of your studies at the University.

For any Study & Work Abroad financial documentations, which records the grants and the payments made from the University to you as beneficiary of Turing Scheme, will be kept for 7 years after the project end. For any other kind of documentation, including application form and travel documents, we will keep these 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 securely is information stored?**

The University takes its data protection obligations very seriously and ensures that appropriate

safeguards and security provisions are in place in any contracted third parties, such as TargetConnect and CareerSet. The University’s alumni and supporter database is stored securely on our ChiView (SITS) servers which are in the UK.

All personal data will be stored in TargetConnect servers based in the UK. As mentioned above, as part of the service students have access to CareerSet, in which case specific 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 provided to them during use of this service. Any information uploaded to CareerSet is not processed or retained by the University of Chichester. Their privacy policy is available [here](https://careerset.com/privacy).

**How can individuals exercise their rights under data protection legislation?**

All data subjects have rights under data protection legislation including the right to:

* **Withdraw consent** to the processing of personal data, where consent is the lawful basis relied upon.
* **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.
* **Object** to processing conducted under the legitimate interest’s lawful basis.

Any student or alumnus wishing to request access to, or rectification/erasure of, their personal data, should contact the appropriate department as follows:

* Alumni: alumni@chi.ac.uk

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

* Current students: careers@chi.ac.uk

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

Students and alumni should also let the CES know of any changes to contact information using the details above. Students are also encouraged to ensure information relating to job searches and careers choices is up to date by logging onto ChiCareers.

**Any concerns or questions?**

**For any general queries relating to this privacy statement:**

Alumni Office: alumni@chi.ac.uk

Careers & Employability Service: [careers@chi.ac.uk](file:///C%3A/Users/Dtyne/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/5LOXURV0/careers%40chi.ac.uk)

**For any concerns about how 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 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).