

## The Careers and Placements Service - Student Privacy notice

This privacy notice is for University of York students. It sets out the ways in which the University of York's Careers and Placements Service gathers, uses, stores and shares your data. It also sets out how long we keep your data and what rights you have in relation to your data under the General Data Protection Regulation (GDPR).

For the purposes of this privacy notice, University of York is the [Data Controller](#) as defined in the General Data Protection Regulation. We are registered with the Information Commissioner's Office and our entry can be found [here](#). Our registration number is: Z4855807.

### Where do we get your data from?

Much of the data we hold on you comes from your undergraduate or postgraduate application form which will be held within our Student Records system. Additional information may also have been provided by you as part of your interactions with us.

### What data do we have?

[Personal data](#) including name, email address, telephone number, course/school details (including name of course, department, faculty/service), year of study, start and end dates, mode of attendance, fee status and any special category data that is captured in your student record.

If you choose to disclose information of a sensitive personal nature during an appointment, we will ask if you wish to include this information in the appointment notes which are stored within Handshake. Access to these notes is restricted to those members of the Careers and Placements Service who have a requirement to maintain a professional relationship with you, and is controlled through user security profiles.

### What is our legal basis for processing your data?

The University asserts that it is lawful for it to process this personal data for this purpose in the exercise of its official authority, according to its powers and obligations under Royal Charter and further to the student contract as defined by the Terms and Conditions of Registration. Typically, data will be processed:

- on the grounds of contractual requirement or to take steps to enter into a contract with you e.g. to provide you with all the benefits associated with a University education;
- because it is necessary for the performance of a task carried out in the public interest (for information on our public task see our function as set out in our [charter](#));
- because it is necessary for our or a third party's legitimate interests;
- to allow us to comply with our legal obligations;
- because you have given us your consent or, in the case of special category data, your explicit consent.

### How do we use your information?

The Careers and Placements Service uses Handshake to help you manage your career journey throughout your time at the University of York and beyond. As a registered user, you are able to access careers and employability information, events, part-time jobs, placements, internships and graduate jobs through this service. You can also customise your profile, submit career-related queries online and book appointments with a Careers Consultant.

Specifically, the University of York Careers and Placements Service use some of your personal data to provide you with the following services:

- Appointment booking

- Event registration and attendance capture at Careers events (that may be held virtually on either Handshake, Zoom or Blackbaud Collaborate)
- E-queries
- Vacancies and opportunities
- Careers information and resources.

Anonymised data may be used by the University for service management, reporting and planning purposes.

### **Who do we share your data with?**

The University may share your data with 3rd party organisations as part of organising volunteering, internships and placements for you. We will tell you about any such disclosure as part of the application process.

In addition, the University's careers platform is managed by a third party provider called Handshake. The University of York has put in place appropriate contractual arrangements to ensure data protection compliance.

### **How do we keep your data secure?**

The University takes information security extremely seriously and has implemented appropriate technical and organisational measures to protect personal data and special category data. Access to information is restricted on a need-to-know basis and security arrangements are regularly reviewed to ensure their continued suitability. For further information see [IT Security](#).

### **How do we transfer your data safely internationally?**

In certain circumstances, it is necessary to transfer your Personal Data (including Special Category Data) outside the European Economic Area. In respect of such transfers, the University will comply with our obligations under Data Protection Law and ensure an adequate level of protection for all transferred data.

### **How long will we keep your data?**

The University will retain your data in line with legal requirements or where there is a business need. Retention timeframes will be determined in line with the University's Records Retention Schedule.

### **What rights do you have in relation to your data?**

You can tailor the information that is stored in your profile via your student record. You can tailor your communications preferences at any time through Handshake.

In addition, under the General Data Protection Regulation, you have a right of access to your data, a right to rectification, erasure (in certain circumstances), restriction, objection or portability (in certain circumstances). You also have a right to withdraw consent. You can verify or correct information by contacting [careers@york.ac.uk](mailto:careers@york.ac.uk). For all other requests, see [Data protection: individuals' rights](#).

### **Questions or concerns**

If you have any questions about this privacy notice or concerns about how your data is being processed, please contact the University's Data Protection Officer at [dataprotection@york.ac.uk](mailto:dataprotection@york.ac.uk).

You can also get in touch with Handshake at [privacy@joinhandshake.com](mailto:privacy@joinhandshake.com)

## **Right to complain**

If you are unhappy with the way in which the University has handled your personal data, you have a right to complain to the Information Commissioner's Office. Information on [making a complaint to the ICO](#).