



## Careers and Placements - Employers Privacy notice

This privacy notice is for employers who engage with us to promote vacancies and opportunities to our students and graduates. It sets out the ways in which the University of York's Careers and Placement Service gathers, uses, stores and shares employer 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?

We obtain data directly from you when you make contact with us.

### What data do we have?

[Personal data](#) i.e. name, employee email address and employee telephone number.

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

Typically, data will be processed:

- on the grounds of contractual requirement or to take steps to enter into a contract with you;
- 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.

### How do we use your information?

The Careers and Placements Service provides a range of services to employers:

- to help organisations promote vacancies and opportunities to our students and graduates
- to support mutually valuable connections be made between employers and our students and graduates.

To support this we send occasional e-newsletters (generally two or three per year) through Handshake or our [careers-employers@york.ac.uk](mailto:careers-employers@york.ac.uk) inbox to provide updates about our service offer to employers.

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

### Who do we share your data with?

Where permission has been granted, we will share your name and email address/ telephone number with students/graduates to facilitate contact.

The University's careers database is managed by a third party provider, Stryder Corp. The University of York has put in place appropriate contractual arrangements with this provider 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.

[Further information about our IT security can be found through this link.](#)

#### **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?**

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 at any time by contacting [careers-employers@york.ac.uk](mailto:careers-employers@york.ac.uk). [This link provides information about all other requests.](#)

#### **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).

#### **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.](#)

**Last reviewed: February 2021**