

MY JOBS ONLINE PRIVACY NOTICE

ABOUT US

This Privacy Notice explains the nature of the personal information that the University and the Henley Business School processes for the purposes of the provision of My Jobs Online services. Personal data within MyJobsOnline is managed by the University Careers Service.

The University and the Henley Business School (**We** or **Us**) are data controller in respect of the information that We process about you. Our contact details are The University of Reading University of Reading, Whiteknights, PO Box 217, Reading, Berkshire, RG6 6AH, United Kingdom. Tel: +44 (0) 118 987 5123.

This notice explains what personal information We collect, hold and share in support of these purposes and your rights in respect of the data We hold about you.

Your privacy is important to Us, so if there is anything in this privacy notice that is unclear or you do not understand, please contact Our Data Protection Officer at: imps@reading.ac.uk

DATA WE COLLECT ABOUT YOU

To manage its operations effectively, provide services to you, and meet certain legal requirements, We need to collect, record, store, use, share, retain and destroy (this is known as 'processing') your personal data. Over your time with Us, we will collect and process a number of different types of personal data.

We collect personal data directly from you in order to:

- Manage appointments with you
- Manage available vacancies
- Undertake administration of events
- Administer award schemes
- Advertise job, training and development opportunities
- To manage organisation profiles and maintain records of users including employers
- To maintain records of past and current appointments and contact details within the Careers team

We also obtain personal data from our student database (RISIS) at the point of enrolment for the purposes of authenticating users of My Jobs Online and assisting you with your employment options. This data includes:

- Your full name
- Gender and date of birth
- Nationality
- Student number
- Faculty, department and course
- Course length, start and end dates

- Student level and year of study
- Home campus
- Contact information (Reading or other email address, phone number(s) and postal address)
- Disability information

OUR LAWFUL BASIS FOR USES OF YOUR DATA

Under data protection laws We must have a legitimate and lawful basis for processing your personal data. There are several lawful grounds within data protection law that apply to the different data that We are processing, and these are explained below:

Data collected as part of your registration, or to validate and authenticate users of My Jobs online will be necessary for the purposes of entering into, or the performance of, a contract to deliver the services of My Jobs Online.

If you are not a current student of the University and We wish to send you additional marketing from the University, We will only do this where you have consented to receive such marketing.

We may send additional marketing to employers on the basis of our legitimate interests.

The Careers service may also use student contact details provided to My Jobs Online for the purposes of maintaining up to date details for the Graduate Outcomes Survey. More information on Graduate Outcomes can be found below. Where your information is used for these purposes this will be on the basis that We are required to use it for the necessary purpose for performing a public task in the public interest.

Where you provide information relating to a disability, for example where you are advertising for a carer we will hold sensitive or special category data on the basis of your consent to do so.

WHO WE SHARE YOUR DATA WITH

Employers and Organisations

We will share your personal data with the employers and organisations offering vacancies, opportunities and placements for the purposes of entering into, or the performance of, a contract to deliver the services of My Jobs Online.

Post Graduate Outcomes

The Graduate Outcomes survey is a new national survey conducted by the Higher Education Statistics Agency (HESA). The aim is to gain insight into the perspectives and activities of graduates nationally across the UK, around 15 months after completing their course. Some of the results may be used by the government and other third parties, for example university league tables, to inform measures of student outcomes from Higher Education.

It is also very important to us to learn more about what our students choose to do after completing their degree; this provides us with additional information to evaluate our courses and Careers support.

To support the survey, We are required by HESA to hold accurate contact details for you, including a personal email address (not a reading.ac.uk address), at least one telephone number, and a postal address (this can be a parental/guardian address).

The survey is owned by HESA, who have published more [information for students](#) as well as [guidance on how your contact details will be used](#).

We share this data with National Survey providers and HESA in order that they can invite you to complete the surveys. The Surveys are voluntary and you will be given the option to not participate in the survey

when you are first contacted. This information is shared for the purposes of administering a public task in the public interest.

RETENTION OF YOUR DATA

Application and recruitment data and any supporting documentation you provide Us for managing your MJO relationship is retained in line with our record retention schedule. We will store your contact details beyond this point if you have opted in to receive further communications about the services We offer and until the point that you unsubscribe from those communications. We may store contact details beyond this for the purposes of meeting our obligations under the Graduate Outcomes scheme.

In some circumstances We may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes in which case We may use this information indefinitely without further notice to you.

HOW WE PROTECT YOUR DATA

Your personal information is stored securely within the University and our staff are trained about the secure handling of personal information. We may also use third party providers to deliver our services, such as externally hosted software or cloud providers. Where we do this, We have measures and terms in place with those providers to ensure that they also protect your data. My Jobs Online (MJO) is managed by a software package called TARGET connect provided by Group GTI (our data processor) which supplies the system to a number of universities in the UK and Ireland. Where you are applying for a role with an employer based outside the EU it will be necessary to transfer your personal data to countries that have different data protection laws to our own that may not offer the same level of protections.

COMMUNICATING WITH YOU

Your contact details, including your email(s) and telephone number will also be used to provide further details, reminders and notifications regarding any activity booked through the Careers Centre and to request feedback on our services and activities.

You remain in full control of your information and can adjust your email preferences by logging into your user profile at any time.

KEEPING YOUR INFORMATION UP TO DATE

The accuracy of your information is important to us. You can update your information, including your address and contact details, at any time. You can view the data held by the Careers Centre at any time by logging into your account and selecting 'my profile' from the menu.

YOUR RIGHTS

Under data protection law you have the right to:

- Withdraw your consent where that is the legal basis of our processing
- Access your personal data that We process
- Rectify inaccuracies in personal data that We hold about you
- Be erased, that is your details removed from systems that We use to process your personal data
- Restrict the processing in certain ways

- Obtain a copy of your data in a commonly used electronic form; and
- Object to certain processing of your personal data by us

Please see the [ICO website](#) for further information on the above rights:

If you would like to exercise your rights, or have any concerns regarding how We have handled your personal information please contact our Data Protection Office at <mailto:imps@reading.ac.uk>

Some rights are dependent on the lawful basis for processing your information. If We have legitimate grounds to not carry out your wishes, these will be explained to you in response to your request.

You also have the right to complain to the Information Commissioner's Office.

QUESTIONS ABOUT THIS NOTICE

If there is anything in this notice that you are unclear about, please contact our Data Protection Officer, on the contact details below, who shall be happy to answer any queries you may have concerning this privacy notice or the way in which We process your personal data.

By mail: Information Management and Policy Services, The University of Reading, Whiteknights, PO Box 217, Reading RG6 6AH

By email: imps@reading.ac.uk

By phone: **0118 378 8981**

Complaints can be referred to the Information Commissioners Office, the independent body who oversee Data Protection compliance in the UK.

Email: casework@ico.gsi.gov.uk

CHANGES TO THIS NOTICE

We keep our privacy notice under regular review to ensure best practice and compliance with the law. This privacy notice was last updated on 25/05/2018

We may change this privacy notice from time to time. If We make significant changes in the way We treat your personal information We will make this clear on our website and may seek to notify you directly.

HOW TO CONTACT US

If you have any questions about this notice, our University Data Protection Officer can be contacted at:

IMPS

University of Reading
Whiteknights
PO Box 217
Reading
RG6 6AH
UK.

Telephone: 0118 378 **8981**. Email: <mailto:imps@reading.ac.uk>