

# CareerHub Privacy Notice

## 1. Who is this privacy notice for?

The Careers and Employability Service use the CareerHub system to provide careers support to our students, graduates, staff and prospective students.

This privacy notice is for all users of the CareerHub service. For information on how the University processes personal data of [Current Students](#), [Alumni](#) or users of our [Website](#), please see our corporate [Privacy information](#) pages.

## 2. How we use your information:

We use your personal data in CareerHub to facilitate:

- Appointments with the Careers and Employability Team,
- Enquiries to the Careers and Employability Team,
- Events and careers fairs,
- Careers and employability services, such as advice, networking opportunities, and skills workshops,
- Access to job opportunities,
- Feedback to improve our services, and
- Communications with you.

We will also use your [Career Readiness](#) data to provide tailored careers support to you.

This is not an exhaustive list of how we use your data to provide careers support.

## 3. Information that we collect:

Please note that we do not hold all categories of personal information for all users, and the list may not be exhaustive.

- Personal identifiers (name, date of birth, student ID number, nationality, gender)
- Contact information (telephone, email)
- Education data (level of study, programme, course, mode of study, fee status, start and end dates of programme)
- Career Readiness data
- Information provided by you during interactions with the Careers and Employability Service.

No [Special Category](#) data will be processed on the CareerHub.

We collect this information either directly from you or from the following sources:

- The University's Student Records System
- The Online Registration System (current students only)

## **4. How long we retain your information:**

### **Current Students**

Your information is retained on the CareerHub system while you are currently studying at the University of Aberdeen. After your graduation, if you have not engaged with the Careers and Employability Service, your account and your personal data will be deleted after two years.

### **Graduates and Staff User Accounts**

Graduates who wish to use/continue to use the Careers and Employability Service will be provided with a graduate account. Personal data and accounts of Staff Users and Graduates will be deleted if you have not engaged with the Service for a period of two years.

## **5. Lawful Processing**

There are several lawful bases on which the University routinely processes your personal information. These are:

- The University's statutory powers to provide teaching, promote research and administer the University.
- The legitimate interests of the University to provide you with the best student experience.
- Your consent for use of optional support services.

## **6. Disclosing your personal data**

Attendee information, such as name and email address, may be shared with organisers to facilitate an event.

The third-party suppliers we use for IT support also have access to your personal information in order to provide these services to the University. We have agreements in place with our suppliers to safeguard your information.

We may disclose personal information to other recipients in exceptional circumstances or when required to do so by law.

We will transfer your personal information to organisations outside the UK where necessary to administer services. We have agreements in place with our partners to safeguard your information.

## **7. Data Controller**

The University of Aberdeen is the Data Controller. If you have any questions about the use of your data, you can contact the University's Data Protection Officer at [dpa@abdn.ac.uk](mailto:dpa@abdn.ac.uk).

Employers and organisations provide opportunities and events on our CareerHub System. These employers or organisations will have their own Privacy Information that users should refer to when sharing their personal data.

## **8. Your Rights**

You have rights over how your information is used. For further information about your rights, please visit our information page [Your Rights](#).

If you have any questions about our use of your personal data, you can contact the Data Protection Officer by email at [dpa@abdn.ac.uk](mailto:dpa@abdn.ac.uk).