

CareerHub Privacy Notice - Employers

1. Who is this privacy notice for?

This privacy notice is for employers using the University's CareerHub service. For information on how the University processes personal data of users of our [Website](#), please see our corporate [Privacy information](#) pages.

2. How we use your information:

Alongside your employer/organisation profile we may use your professional contact information, which may be linked to job adverts or events and allows us to maintain an ongoing relationship with you. We use your information to:

- Inform you about our services and opportunities, including advertising jobs and taking part in events,
- Provide you with updates about the University, our students, and graduates via regular newsletters,
- Seek your feedback via occasional surveys,
- Contact you about any vacancies you have posted on CareerHub,
- Contact you about any changes to the terms and conditions relating to the services we offer.

3. Information that we collect:

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

- Name
- Job Title
- Contact Information, including email address.

You can update your personal information by logging into CareerHub and amending your profile.

4. How long we retain your information:

We will hold the professional contact details you provide for up to 3 years but will contact you annually to verify your details and check that you wish to remain on our database.

If you wish to be removed from our database, please contact employers@abdn.ac.uk.

5. Lawful Processing

The University processes your personal information under the following legal bases:

- The University's statutory powers to provide teaching, promote research and administer the University.
- The legitimate interests of the University to provide our students with the best student experience.

6. Disclosing your personal data

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 Controller of the Information held on our CareerHub. 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.

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.