

University of Aberdeen Career Mentoring Programme - Privacy Notice for Mentors

Information that we collect and use about you

We collect and use your personal information for the purpose of providing a student mentoring programme.

- Name, Surname
- Organisation and Job role
- Email address
- Link to public profile e.g. LinkedIn

Non mandatory information that they you may wish to complete but do not have to:

- Any information you volunteer as part of a free text box.

Why we process this information, and our lawful basis

We collect and use your personal information for the purpose of providing a student mentoring programme.

There are several lawful bases on which the University will process your personal information. These are:

- to enable the University to deliver its public tasks to provide teaching, undertake research and administer the University.

Disclosing your information

Your information is not shared outwith SUMAC, the student mentoring software platform. Mentor details (name and email address) are shared with the student who is expected to contact the mentor to initiate the conversation.

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

We may transfer your personal information to countries and organisations outside the UK where necessary to provide the mentoring software. We have agreements in place with our partners to safeguard your information.

The third-party suppliers we use for IT support may also have access to your personal information in order to provide these services to the University.

Use of non-University of Aberdeen software

The University facilitates the match between the student and the mentor and is not responsible for any information generated between the student and mentor where a decision is made to use non-University software. Each party should review the terms and conditions of the software and ensure that the software has received its most recent upgrade.

How long your information is kept

Your data is retained until you indicate that you are no longer participating as a mentor. You can remove your details from the mentoring programme by contacting the Careers and Employability Service. The Careers and Employability Service will also contact you on an annual basis to ask if you wish to continue to act as a mentor.

More information on rights can be found at [Your Rights | About | The University of Aberdeen \(abdn.ac.uk\)](#).

Queries about how your data is processed can be addressed to the Information Governance Team at dpa@abdn.ac.uk and you can also contact the Information Commission (ICO) for guidance or to raise concern.

University of Aberdeen Career Mentoring Programme - Privacy Notice for Students

Information that we collect and use about you

We collect and use your personal information for the purpose of providing a student mentoring programme.

- Name, Surname
- Email address
- Student ID number
- Course of study

Non mandatory information that they you may wish to complete but do not have to:

- Any information you volunteer as part of a free text box.

Why we process this information, and our lawful basis

We collect and use your personal information for the purpose of providing a student mentoring programme.

There are several lawful bases on which the University will process your personal information. These are:

- to enable the University to deliver its public tasks to provide teaching, undertake research and administer the University.

Disclosing your information

Your information is not shared outwith SUMAC, the student mentoring software platform. Student details (name and email address) are shared with the mentor, however, the student is expected to contact the mentor to initiate the conversation.

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

We may transfer your personal information to countries and organisations outside the UK where necessary to provide the mentoring software. We have agreements in place with our partners to safeguard your information.

The third-party suppliers we use for IT support may also have access to your personal information in order to provide these services to the University.

Use of non-University of Aberdeen software

The University facilitates the match between the student and the mentor and is not responsible for any information generated between the student and mentor where a decision is made to use non-University software. Each party should review the terms and conditions of the software and ensure that the software has received its most recent upgrade.

How long your information is kept

Your data is retained for the current programme only, which is one academic year.

More information on rights can be found at [Your Rights | About | The University of Aberdeen \(abdn.ac.uk\)](#).

Queries about how your data is processed can be addressed to the Information Governance Team at dpa@abdn.ac.uk and you can also contact the Information Commission (ICO) for guidance or to raise concern.