

Careers and Opportunities Hub Privacy Notice

(updated 22 September 2023) - version for www.winchester.ac.uk:

1. The University of Winchester treats the personal data and the special category data of its students and its potential students very seriously. It complies fully with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time. As a public authority the University is regulated by the Information Commissioners' Office (ICO) and more information on that body can be found here: ico.org.uk
2. The information is collected by the Careers Office is processed under the following lawful basis as set out under the UK GDPR:
 - a. "Consent" - [Article 6\(1\)\(a\)](#)
 - b. "Legal Obligation" – [Article 6\(1\)\(c\)](#)
 - c. "Public Task" - [Article \(6\)\(1\)\(e\)](#)
 - d. "Legitimate Interests" – [Article 6\(1\)\(f\)](#)
3. **Students:** For the Careers and Opportunities Hub, the University needs to collect your name, email address and your student status. We will also ask to collect student ID numbers at Careers events and workshops to monitor engagement with the service.
4. **Graduates:** For University of Winchester Graduates booking to see staff in the Careers and Opportunities team, the University needs to collect your name and email address.
5. **Employers:**

Keeping in touch with employer contacts

In this case, we collect basic personal data in order to keep in touch with you and to provide services that you have requested. We collect your name, address, phone number, email address, website address and nature of your business. We do not, for this purpose collect any special categories of data relating, for example, to disability or ethnic background. We may contact you to promote services that may benefit your business, such as careers events, networking events, or employment opportunities. We also use the data to guide our employer

engagement activities, for example, to contact you regarding opportunities you may be advertising that may be of interest to our students and/or graduates.

Advertising opportunities with the University

Organisations that are using the CareerConnect job board should review the [Privacy Notice](#) for Jobteaser, the platform provider.

Specific schemes or initiatives

Individuals from organisations external to the University may participate in a particular scheme or initiative such as the Professional Mentoring programme. In that case, we would ask you to provide the required data through specific documentation, which could include an explanation of what we are collecting and why. We may collect special category data, such as ethnicity or disability, in order to support equality and diversity monitoring. Within the Professional Mentoring programme, we may use data about special category data to match student mentees to business mentors.

Placements

Organisations working with our students for placements, or the volunteering module will have their details added to the InPlace placement management system, QuantumIT Solutions. The Privacy Notice for that system is available [here](#).

6. Processing Purposes

The processing purposes for your information include:

- a. To share updates and news with current students and staff about opportunities to attend workshops, events or leadership courses linked to current and future employability, and further study. (“Consent”)
- b. To promote employer recruitment, mentoring and placement opportunities to work with the University of Winchester. (“Consent”)
- c. To support statistical reporting to the Office for Students, the Quality Assurance Agency for Higher Education, and other regulatory bodies. (“Legal Obligation”)
- d. To process applications for employability funding through the Winchester Employability Fund. (“Public Task”)
- e. To support the production and review of statistical data that evaluates Hub initiatives for inclusivity. (“Public Task”)



- f. To support staff administration in complying with the University's legal obligations. ("Public Task")
- g. To share updates and news with alumni about opportunities for further study and to attend workshops, events or leadership courses linked to employability. ("Legitimate Interests")
- h. To carry out destination surveys with university alumni. ("Legitimate Interests")

7. Legitimate Interests Processing

To process personal information under the lawful basis of "Legitimate Interests", the University has performed a [three-part test](#).

- a. *Purpose Test: are you pursuing a legitimate interest?* The University judges that it has a legitimate interest in processing the personal information of alumni to promote opportunities for further study and internships in order to enable social and educational transformation.
- b. *Necessity Test: is the processing necessary for that purpose?* The University believes that it is necessary to process this data in order to support applications and enrolments to courses and internships. Communicating through direct marketing (SMS, email, telephone, postal) has been judged to be the most effective method as there is no realistic alternative.
- c. *Balancing test: do the individuals interests override the legitimate interest?* The University believes that students, alumni and employers would reasonably expect the University to use their personal data in these ways. The University does not believe that it would cause the recipients, students or alumni, unwarranted harm for the University to use their personal data in this manner.

8. Special Category Information

In certain limited circumstances, the University may need to collect special category data about you. When this happens it will be done under the lawful basis of "Explicit Consent" as set out under [Article 9\(2\)\(a\)](#) in the UK GDPR. We will review student and graduate characteristic data to identify where the Careers & Opportunities Team can promote specialist initiatives which seek to address inequalities linked to the Access and Participation Plan Progression targets e.g., the Winchester Employability Fund and the Professional Mentoring Programme.

The processing purposes for special category information will include:

- a. To share any personal health information if attending a workshop, event or leadership course. For instance, if additional entry support is required.
 - b. To share any personal health information in order to support the undertaking of a placement.
 - c. To share any dietary requirements if attending a workshop, event or leadership course
9. As an individual you have rights available to you regarding the use of your data. More information on these rights can be found [here](#). To exercise any of these data rights, please contact the Data Protection Officer, whose details are listed at the end of this notice.
10. Where your personal data has been processed on the lawful basis of consent, you may withdraw that at any time by contacting careers@winchester.ac.uk
11. Should you have concerns about how the information you provide is used, you can raise them with the University's Data Protection Officer.
12. You have a right to contact the ICO to raise any concerns you may have. Details on how to contact the ICO can be found [here](#).
13. The University will review and, where necessary, update this privacy notice in line with any future statutory guidance, requirements and developments.

The name and contact details of our organisation is:

The University of Winchester,
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Tel: +44(0) 1962 841515

The data protection officer for the University is:

Stephen Dowell, Data Protection Officer,
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