

Careers and Employability Service Privacy Policy for Organisations using MyCareer

Purpose of this notice

This notice tells you how we and GTI Media Ltd (suppliers of our online system MyCareer) will collect and process your personal data when you access mycareer.soton.ac.uk as an employer.

Our contact details

Careers and Employability Service,
University of Southampton,
Room 2001, Building 37, Highfield Campus
Southampton,
SO17 1BJ
Phone Number: +44 (0)23 8059 3501
Email: employ@southampton.ac.uk

The type of personal information we collect

Data includes your personal contact details, the organisation and department you work for, and your specific role in the organisation.

The personal data requested does not require any “special category data” to be collected as part of the process.

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you to register on MyCareer and use our services, such as advertising a vacancy, hosting an event or booking a place at a careers fair. Occasionally there will be data entered by a Careers and Employability staff member with the consent of the individual concerned.

Under the General Data Protection Regulation (GDPR), the lawful basis we rely on for processing this information is **legitimate interest**. GTI may also process your data when it is in their legitimate interest to do so and in doing so, they do not override any of your data protection rights. GTI’s legitimate interests include:

- Ensuring the security and integrity of our services and ensuring that our systems work properly
- Protecting the University of Southampton, employees and other individuals (including yourself) and maintaining their safety, health and welfare

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- Understanding the University of Southampton's and your behaviour, activities, preferences, and needs to deliver a better quality and custom experience
- Improving the delivery of MyCareer
- The handling of client and your contacts, queries, complaints or disputes
- Fulfilling our duties to the University of Southampton, yourself, colleagues, shareholders and other stakeholders

You have the right to object to the processing of your data under legitimate interest should you feel that such legal basis is not warranted or feel that it overrides any of the rights that you may have.

How we store your personal information

Your information is securely stored in systems within the European Union (specifically the UK).

We keep your information for the length of your organisation's relationship with us. Your information will be removed once your organisation is no longer a user of MyCareer with the University of Southampton. We will then update our information as soon as you notify us, or we are aware of changes.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

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Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at employ@southampton.ac.uk if you wish to make a request.

The University's Data Protection Code of Practice also applies to the use of personal data under this website. The Code can be accessed at <https://www.southampton.ac.uk/about/governance/policies/privacy-policy.page>

Changes to this notice

This notice and therefore the ways in which your data may be processed can be changed from time to time. Any changes will only be notified in this document.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at:

The Data Protection Officer
Legal Services
University of Southampton, Highfield
Southampton, SO17 1BJ
Email: data.protection@southampton.ac.uk

You can also complain to the Information Commissioner's Office (ICO) if you are unhappy with how we have used your data. The ICO's address is:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>