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Privacy Notice

Alumni and Careers & Employability Service

This policy explains what data is collected by both the Alumni and Careers & Employability Service and how it is used.

The University of Chichester as “Data Controller” is providing you with this information so you know what data we hold for you and why, and how we keep your data protected in compliance with data protection legislation.

What information are we collecting?

We collect your contact details, relevant biographical information, information on your interests and career that relate to events and services offered by the University of Chichester. If you are a donor we collect information that relates to your charitable donations to the University.

Why are we collecting it and what are we doing with it?

We use the details you have given us to contact you by post, email, social media or telephone about relevant University of Chichester activities or services.

Whilst you are a contracted student of the University we will send you information to your University of Chichester email account, which is relevant to you, about the following:

- Careers, employability and job-hunting information, advice and support
- Alumni, careers and job-hunting publications
- Promotion of benefits and services available to students, recent graduates and alumni
- Information about events such as employability conferences, careers and employability support, employer events, lectures and reunions
- Notification and facilitation of the establishment of networking groups
- University fundraising and other supporter engagement programmes
- Volunteering opportunities as an individual or ways your company may want to work with us
- Requests to complete relevant surveys

Once you have completed your studies, the University will continue to use contact details you have provided us with to keep you informed of initiatives relating to your time at the University and other services and opportunities available to our alumni.

How are we collecting your information?

Under the legitimate interest’s lawful basis, contact data you provided whilst a contracted student is transferred from the student records system to the alumni and supporter database. We will only do this after carrying out a legitimate interest’s assessment in accordance with data protection

legislation. We will ask you occasionally to update your contact details, communication preferences and interests. We may take note of your interests from your interaction with University of Chichester social media pages. We may also use the National Change of Address services to identify contact details that are no longer correct.

Who are we sharing your data with?

Your data may be shared with the following groups in order to communicate with you about news, activities and other opportunities:

- University of Chichester academic and administrative departments
- Recognised University of Chichester alumni associations and clubs
- The University of Chichester Students' Union
- External agents contracted by the University such as mailing houses and software providers

We will not disclose your data without your consent to third parties, except where they are acting as authorised agents for the University for the above purposes or where we are permitted or required to do so in accordance with data protection legislation.

Who can see your information?

Your information can only be accessed by the University of Chichester Alumni Office, Careers & Employability staff, our Business Systems Specialists and the Head of International Recruitment and Relations.

Third parties mentioned above may have access to limited information about you for specific data processing activities, such as your address for sending the alumni newsletter.

How long is your information kept?

We will keep your information only for as long as we need it to provide you with the goods, services, or information described (unless you have opted out of receiving this information), to administer your relationship with the University of Chichester, to comply with the law, or to ensure we do not communicate with you after you have asked us not to.

Where you have asked for rectification or erasure of your data, we will do so as soon as practicably possible but as a maximum within five business days of the Alumni Office or Careers & Employability receiving your request. When we no longer need information, we will always dispose of it securely.

How secure is your information?

Databases:

The University's alumni and supporter database, Raiser's Edge, is hosted in The Netherlands by Blackbaud Inc, a global non-profit software provider, operating under a formal agreement with the University.

The University's careers database JobTeaser is protected and hosted by AWS Datacentres all located in Ireland operating under a formal agreement with the University. Individual consent is requested and provided to JobTeaser when students first access this system before any personal information is collected. JobTeaser is the data controller of any personal data you have provided to them during your use of this service.

The University takes its obligations with your data very seriously and will ensure that all appropriate safeguards and security provisions are in place, and Blackbaud's and Jobteaser's compliance with its agreements and privacy notice are monitored.

Data Lists:

As our alumni database grows, we may use the National Change of Address services to identify contact details that are no longer correct. We may use third parties to carry out list checking on our behalf. We only use trusted third parties with whom we have a contractual agreement.

Event Registration:

Careers and Employability student and graduate events would be processed through the Careers and Jobs Board <https://chi.jobteaser.com> or the University's website, <https://www.chi.ac.uk>.

Who keeps your information updated?

You have the right to update your own information at any time by emailing alumni@chi.ac.uk, or writing to:

Alumni Office, University of Chichester, Bishop Otter Campus, Chichester PO19 6PE.

You are encouraged to update your own information in relation to job hunting preferences and careers choices by logging into the Careers and Jobs Board <https://chi.jobteaser.com>

What other rights do you have?

As a data subject, you have rights when it comes to how we handle your Personal Data. These include the right to:

- Withdraw your consent to the processing of your personal data where consent is the lawful basis relied upon, by contacting us via the contact details given above;
- Request access to your personal data that we hold;
- Ask us to erase personal data if it is no longer necessary in relation to the purposes for which it was collected or processed, to rectify inaccurate data or to complete incomplete data;
- Be notified of a Data Breach which is likely to result in high risk to your rights and freedoms.

Right to object

Where we rely on the legitimate interest's lawful basis to process your personal data you have the right to object to this processing by emailing the Alumni Office at alumni@chi.ac.uk or the Careers & Employability Service at careers@chi.ac.uk and stating the specific reasons for your objection to the processing of your data.

Will your information be used for any automated decision making?

No.

Who should you contact about with any general queries relating to this privacy statement?

Alumni Office: alumni@chi.ac.uk

Careers & Employability Service: careers@chi.ac.uk

Who should you contact with any concerns about how your personal data is being processed?

The University's Data Protection Officer can be contacted via:

Email: DPOfficer@chi.ac.uk or Telephone: 01243 816000

Who should I contact if I wish to make a complaint about how the University is processing my personal data?

You have the right to complain about the processing of your data to the UK regulator, the Information Commissioner's Office. For more information about this body visit www.ico.org.uk or to report a concern visit www.ico.org.uk/concerns .