

Privacy Notice: University of the Highlands and Islands, Careers and Employability Centre Employer Registration to University JobShop and the posting of opportunities

The Data Controller of the information being collected is:

University of the Highlands and Islands (UHI)
Executive Office, 12B Ness Walk
Inverness, IV3 5SQ
Telephone: 01463 279000

For any queries or concerns about how your personal data is being processed you can contact:

- Data Protection Officer at University of the Highlands and Islands: dataprotectionofficer@uhi.ac.uk
- Nicola Smith, Head of Careers and Employability at University of the Highlands and Islands: nicola.smith@uhi.ac.uk

This privacy statement relates to the following process:

University of the Highlands and Islands, Careers and Employability Centre JobShop, employer registration and the posting of opportunities.

Your information will be used for the following purposes:

Through our JobShop portal, we request certain personal information from you in order to identify you for the purposes of authenticating your access. This will include your personal contact details, the organisation and department you work for, and your specific role in the organisation. On registration and authentication, you will be given access to the JobShop vacancies screens, which will allow you to post opportunities direct to students and graduates actively seeking employment opportunities.

Our legal reasons for using the data are Legitimate Interest

In doing so we recognise our responsibility to protect individual interests and have conducted a legitimate interests assessment to justify our decision.

Data Sharing:

The data you provide will be shared with students and may be anonymised and used for statistical analysis.

The Careers and Employability Centre offers a confidential service to all users. No details of contacts with the centre will be disclosed to a third party without your prior permission. The Careers and Employability Centre holds appropriate records of contacts with employers on the University CRM system, and these records are held securely and in accordance with the Data Protection Act of 1998.

Data retention will be ongoing whilst active use is shown and 2 years thereafter when use ceases.

The following rights are rights of data subjects:

- The right to access your personal data
- The right to rectification if the personal data we hold about you is incorrect
- The right to restrict processing of your personal data

The following rights apply only in certain circumstances:

- The right to withdraw consent at any time if consent is our lawful basis for processing your data
- The right to object to our processing of your personal data
- The right to request erasure (deletion) of your personal data
- The right to data portability

You also have the right to lodge a complaint with the Information Commissioner's Office about our handling of your data.

The Information Commissioner's Office is UK's independent authority set up to uphold information rights in the public interest. Their website is www.ico.org.uk