

Privacy Notice: University of the Highlands and Islands, Careers and Employability Centre Provision of Careers Education Information, Advice and Guidance (CEIAG)

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
- Iain Eisner, Career Manager, University of the Highlands and Islands, iain.eisner@uhi.ac.uk

This privacy statement relates to the following process:

University of the Highlands and Islands, Careers and Employability Team, CEIAG service provision, available to all UHI students and alumni.

Your information will be used for the following purposes:

1. Education & Information	<p>Through the Careers and Employability Centre website students have access to learning resources including interactive materials, advice sheets and e-books. Career Education may also be delivered as part of the curriculum in order to help students develop the competencies for managing career development, this may include developing self-awareness, developing skills for decision making and managing transitions, as well as work experience, work shadowing and work simulations. Career Education may include employer input and participation.</p> <p>In addition, students can access a broad range of career development information including information on career paths, occupations and labour market information.</p>
2. Advice & Guidance	<p>To provide access to one to one advice and guidance including: mock interviews, application guidance, CV guidance and the opportunity to discuss options and opportunities with a careers advisor.</p>
3. JobShop	<p>Students are bulk uploaded to the university JobShop at registration and in doing so are given access to a range opportunities posted by employers encompassing full/part-time work, volunteering, placements and graduate internships.</p>
4. Service Feedback	<p>To request service feedback for quality assurance and service development purposes to ensure that:</p> <ul style="list-style-type: none">• Policy and process align with indicators of sound practice identified within the QAA Quality Code, specifically Chapters; B10: Managing Higher Education Provision with others, B3: Learning and Teaching and B4: Enabling student development and achievement.• Ensures Careers and Employability services are delivered in line with relevant quality standards and codes, including maintaining service membership of the Association of Graduate Careers Advisory Services (AGCAS).

Our legal reasons for using the data is/are:

To achieve the following purposes: Purpose 1: Education & Information, Purpose 3: Advice and Guidance
Purpose 4: Jobshop,

Our legal reason to use the data are: Use is necessary for the performance of a contract with you or to take steps, that contract being between the university and its students, research staff and other parties to provide educational and other products and/or services, including the provision of CEIG support to all registered students.

To achieve the following purposes: Purpose 3: Advice and Guidance

Our legal reason to use the data is: Your consent to process data for the purposes of the provision of advice and guidance support. This applies to all scheduled guidance appointments made through the Center's 'FutureMe' online portal.

The data we use during Advice and Guidance appointments may include special category (sensitive) data. You are not obliged to provide this information. Our legal reason for using this sensitive data, as provided, is:

Use is necessary for us to comply with a legal obligation (social protection law). That legal obligation being the institution's duty to comply with the Equality Act 2010 by providing reasonable adjustments allow attendees to access and enjoy the graduation ceremonies.

To achieve the following purposes: Service Feedback

Our legal reason to use the data is: Use is necessary for the performing a task in the public interest or under official authority vested in us. That being the university's public task as an educational establishment.

Data Sharing:

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, unless we are required to by law, or there is imminent grave danger to you or to someone else.

The data will be retained for the duration of your student registration + 2 years.

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