

1. Data Controller

The University of Northumbria at Newcastle (“we”, “our”, “us”) is registered as a Data Controller (Registration Number: **Z7674926**) with the Information Commissioners Office for the purpose of processing personal data. We are committed to processing personal data in accordance with our obligations under the (GDPR) and related UK data protection legislation.

2. Overview

The University Graduate Futures service facilitates student placements and student and graduate recruitment to part-time, work experience and graduate roles. We coordinate employment engagement opportunities which aid the development of student employability and help inform their career planning, job search and transition into the labour market.

This privacy notice is a statement that describes how and why we process personal information in relation to graduates and employers registered with, or benefiting from the services provided by, the University Graduate Futures service. For enrolled students using these services, your data will be processed in accordance with the Student Privacy Notice

This notice also explains how you can control how we use your information in accordance with your rights under relevant data protection legislation.

3. Where do we get your personal data from?

We obtain personal data about you from the following sources:

For Service Users

Data we hold from your student record will have been updated on our systems upon graduation to show you are no longer a student. This data will become active at the first point of interaction as a graduate and be updated with any other subsequent information you provide.

For Employers

Direct from you via Business Cards, emails, telephone or web enquiries, submission of an online form, event attendance, enquiry, working with the university, contractual relationship etc; or

From third party sources, where we will always try to ensure that the third party has lawful authority to provide us with the data, for example referral from an external organisation, one of your colleagues or contacts or from our students who have provided your details to start the processes for their placement or internship with your organisation.

4. Categories of personal data we process

The University process the following information under this privacy notice:

For Graduates	For Employers
<ul style="list-style-type: none">• First name• Last name	<ul style="list-style-type: none">• Title• First name

<ul style="list-style-type: none"> • Date of birth • Email address • Degree graduated with • Date of graduation • Details –where graduates are prompted for information about their occupational background and interests • Student number (if known) • Mobile number 	<ul style="list-style-type: none"> • Last name • Job title • Email • Phone number • Type of contact (HR, Finance, Events etc) • Company name • Company contact details
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5. The lawful basis for Processing

We will only process your personal data for legitimate purposes and where we are permitted to do so under one of the following lawful basis:

- Processing is necessary for the **performance of your contract** with us as a registered user of the service or in order to enter into that contact.
- Your data may be processed because it is **necessary for the performance of a task in the public interest task** in fulfilment of our duty to provide educational services. This may include processing for the public task of relevant statutory bodies such as HESA.
- We may process your data in order to meet our **legitimate interests** relating to administration, relations or similar activities; or to meet the legitimate interests of others, including you.
- There may be situations where we ask for your **consent** to process your data, for example if you wish to receive communications from a specific service.
- **Archiving, scientific or historical research purposes or statistical purposes:** We may process special category data for research as part of our public tasks.

6. Activities we process personal data for

We may process your Personal Data for the following purposes:

For Service Users/Graduate

- Registration with Services
- Marketing events, relevant vacancies
- Sharing information with an employer via your online application
- Monitoring your use of the system, including data you enter such as CV's completion of questionnaires, to inform our future service delivery and the support we offer.
- Event registration and management
- Facilitate appointments with career advisors and information specialists.
- Carry out research and to produce statistics for internal reporting
- Inform of the government-sponsored Graduate Outcomes survey; and

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- Enable employers to receive your details via our shortlisting services where you have made an application.
- Share information about destinations of graduates with academic departments. This information supports departments to improve the employability of their graduates and promoting their programmes to prospective students.

Northumbria University Alumni Association

Your personal data will be shared between the Northumbria Alumni Association & Graduate Futures in relation to the work of these areas. We will only share personal data that is relevant and proportionate about individuals who have opted-in to receive alumni messages, and not opted-out of Graduate Futures messaging. If a graduate has created a set of preferences on the Graduate Futures Targetconnect system, removes their preferences entirely or requests closure of their account, Northumbria Alumni Association will be informed and will amend their alumni record to reflect this.

- For Employers
- Registration on the Graduate Futures customer relationship management systems, and all associated administration of the business relationship related to student placements and graduate recruitment, employability and career development learning activities
- Management of enquiries
- Administration of employer/student engagement activities on and off campus e.g. invitations to, making a booking, registration and subsequent collection of feedback on impact of participation in careers fairs and events or recruitment activity.
- Promotion of your employment and other opportunities to students and staff of the University.
- Research and analysis relating to recruitment of Northumbria students and graduates for management reporting and strategic planning of employer engagement purposes.
- Processing and recovery of accounts and payments, e.g. sponsorship of events, and fairs.
- Building strategic, cross Northumbria University partnerships and relationships, making connections between parties and communities interested in advancing or investigating areas of mutual interest e.g. with the University Graduate Futures service and key academics relevant to the services we provide.

Photography

Photographs may be taken at our events for use in communications and marketing materials, including on our website and on social media channels. Where you are not the subject of the image, i.e. if it is a “group” or “crowd” photograph, the University may use such images without requiring your consent, however, where you are the subject of the photograph, you will be asked to provide your explicit consent to use the image. Notifications will be put up in and around these ‘open’ events to inform you when such photography is taking place. You have the right to object or restrict your image being taken or used. If you would like to exercise this right, please contact us as set out below. The University will contact you in relation to events and services that we believe are relevant to you based upon their similar nature to your engagement with us. e.g. if you are a law graduate or law employer, we may send you information about a Law related event. If, at any stage, you are concerned about the content (e.g. unwanted marketing), frequency (too

many) or method (change preference) of these communications, you can unsubscribe or update your preferences using the link which will be provided at the bottom of the relevant correspondence. Should you unsubscribe from our marketing messages you will miss regular communications about our services and updates. Data is required for the following activities, which have been identified as necessary “for the performance of our contract with you” or in the case of potential partners, “in order to take steps prior to entering into a contract”.

7. Automated individual decision making, including profiling

We use limited ‘Profiling’ (where information about you is used to tailor goods or services based on your interests, movement or records of your activities) to personalise information that we send to you to make it relevant to your areas of interest. Automated decision making will occur where information is sent out to you regarding new initiatives or events.

Where automated decision making is utilised, you have the right to seek human intervention by contacting Graduate Futures as appropriate, sv.employers@northumbria.ac.uk

For placements by either practiceplacements@northumbria.ac.uk for practice-based placements or as.placements@northumbria.ac.uk for non-practice-based placements.

8. How personal data is stored securely

We have implemented appropriate physical, technical, and organisational security measures designed to secure your personal data against accidental loss and unauthorised access, use, alteration, or disclosure. In addition, we limit access to personal data to those employees, agents, contractors, and other third parties that have a legitimate business need for such access.

We utilise many different storage solutions and IT systems, some of which are outsourced to third party providers:

- GTI Media TARGETConnect;
- ARC; ARC Technologies Ltd

Where processing takes place with these external third parties, processing takes place under an appropriate agreement outlining their responsibilities to ensure that processing is compliant with the Data Protection legislation and verified to be secure

9. Sharing your Personal Data with Third Parties

Personal data collected under this privacy notice is shared with the system hosting companies detailed in action 5 above on a closed system. This includes where employers targeting Northumbria by posting their job vacancies. We also use this information for the delivery and organisation of careers focused events.

Employers should please note that where a multiple number of employers from the same organisation have registered, your colleagues may be able to see your name, job title, telephone number and email address.

On occasion the University may also be obliged to provide information to the police, local authorities or relevant government departments if it is deemed necessary under the appropriate exemption for the prevention or detection of crime.

10. Transfers to countries outside of the European Economic Area (EEA)

Some Partners and IT services providers are based in countries outside of the EEA. We only transfer data to outside the EEA where “appropriate safeguards” are put in place through contract, where the European Commission has agreed that data protection provisions of a country offer adequate levels of protection; or where you have given your explicit consent.

11. How long personal data held by Northumbria University

We will retain your personal data for six years from your last interaction with us in order to fulfil the purpose for which it is held and then to fulfil any legal requirements.

12. Your Rights under GDPR

Under the GDPR, you have a number of rights in relation to the processing of your personal information, each of which may apply to differing degrees’ dependent upon the nature of the processing and the legal basis for it. You have the right to:

- Be informed as to how we use your data (via this privacy notice)
- Request access (a copy) of the personal information that we hold about you.
- Correct inaccurate or incomplete data
- Request that we stop sending you direct marketing communications.

In certain circumstances, you may also have the right to:

- Ask to have certain data ‘erased by us.
- Request that we restrict certain processing of your personal data.
- Request that we provide any data you submitted to us electronically be returned to you or passed to a third party as a data file.
- Object to certain processing of your personal data by us

In order to exercise any of the above rights, please contact the Data Protection Officer. For more information about any of the above please see the GDPR pages of our website.

13. Data Protection Officer

The Data Protection Officer (DPO) for Northumbria University can be contacted via email at dp.officer@northumbria.ac.uk or you can call +44 (0)191 243 7357

14. Lodging a Complaint with the Information Commissioners Office (ICO)

If you are dissatisfied with our processing of your data, or a response to a complaint you have made to us about it, you have the right to complain to the ICO.

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Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, and Telephone: 0303 123 1113 (local rate) or 01625 545 745 Email: casework@ico.org.uk

For more information see [Information Commissioner's web site](#).