

Privacy Statement – St Mary’s Careers Service

St Mary’s Careers Service provides impartial careers information, advice and guidance to pre-entry students, current students and recent graduates (our clients) of the university.

We have a legitimate interest in processing our clients data in the way described here as a means of fulfilling our service to you. Ultimately how we use your data and how we contact you is entirely up to you. This statement will outline what data we hold, how we manage it and how you can instruct us to do this differently.

What information do we hold?

As a pre-entry student, current student or graduate from the university, we collect your biographical and contact details from the Registry department; these details would have been provided by you on enrolment. We obtain further details from you if available including:

- First Name
- Surname
- Date of Birth
- Email address
- Course of study/ course studied
- Date of graduation
- Details of occupation background and interests
- Regnum
- Telephone number

Your financial details, attendance and other sensitive information is not obtained by St Mary’s Careers Service.

Record of communication

When we make contact with you, we may record the date, form of communication and description of the details. If you responded to our communication to you, we may keep a record of this to ensure that we can deliver our service to you to the best of our ability.

We hold information on events attended, appointments and drop-ins you have attended and group sessions you were a part of.

Research and due diligence

As we develop relationships with pre-entry students, current students and graduates of the university, we may conduct research. All research is limited to uses which could improve the service offered to you and to collect feedback on the service which we offered you.

Data enhancement

We have a responsibility to ensure that your data is kept up to date. We will run checks to ensure we have the correct contact details for you. We will also update your contact details when you access our service.

Lifetime of your data

We deem our relationship with you to be lifelong and so will retain your data indefinitely. If you wish to stop hearing from us we can make the necessary changes to your record whilst still retaining your data in case of further contact or to fulfil our statutory requirements.

How do we store your data and who has access to it?

It is our responsibility to ensure that your data is managed correctly by the university. No other department in the university will gain access to your data from St Mary's University Careers unless we deem it to be within your legitimate interest or with your expressed consent.

Your data is stored in the University's secure servers and our hosted system 'CareerConnect'. Internal access is assigned and managed by St Mary's University Careers Service.

External Access

All data sent to Third Parties is kept under agreement and processed so that we can continue our service. Third Party providers do not store data indefinitely and are held under the General Data Protection Regulations.

How do we process your data?

St Mary's Careers Service will use your data to record your interactions with the service and to keep you informed of job opportunities and events which may be of interest to you. Your data may be passed onto third parties as part of our statutory obligations.

Marketing

Occasionally we will make you aware of job opportunities, events or career development opportunities which we think may interest you. This will primarily be through emails from the CareerConnect system but occasionally may include target emails and calls to inform you of specific opportunities. You have the right to opt out of marketing specific communications. Any opt-outs will cover marketing which has been refined and targeted through data analysis.

Opting out of communications

You have the right to opt out of regular communications and target marketing. To amend your preferences please contact us via careers@stmarys.ac.uk

Your Rights

The data we hold on you belongs to you. You have the following rights over this:

The right to access

- To view a report of your data, please make a request directly to careers@stmarys.ac.uk

The right to amend details

- To amend your contact details and biographical details please email careers@stmarys.ac.uk

The right to amend processing

- To amend how we manage our relationship with you, including what communications you receive from us, please email careers@stmarys.ac.uk

The right to be forgotten

- If you wish to stop receiving communications from us and no longer want to be registered with St Mary's Careers Service, you may rightfully request we stop using your data once you are no longer a student at the university.
- Whilst it is your right to request we delete your data from our system, we advise that you request we make your data inactive. Our data is constantly updated by the Student Record System and by making your profile inactive we can ensure that your contact preferences are continually honoured.
- In the event that you request your data will be deleted, information we are obliged to collect to meet our statutory obligations will need to be retained. We will take every step to delete or anonymise this data wherever possible.

Keeping your information up to date

The quickest and easiest way for you to update your details with us is to email careers@stmarys.ac.uk with the changes.

You can contact St Marys Careers Service by email, phone or post.

Address:

St Mary's Careers Service
St Mary's University, Twickenham
Waldegrave Road
Strawberry Hill
Twickenham
TW1 4SX

Telephone: 020 8240 4055

Email: careers@stmarys.ac.uk

Changes to privacy statement

We may adjust how we manage your data as to provide the best and most appropriate service. All changes will be reflected in our Privacy Statement. If the changes are significant, we will ensure that this is communicated to you in line with your communication preferences.

Your preferences will always be honoured.