

Employability & Careers Centre

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E: careers@surrey.ac.ukW: www.surrey.ac.uk/careers**CONFIDENTIALITY AND DATA PROTECTION POLICY**

The Employability and Careers Centre (ECC) holds information on students and graduates. This information is generated either by the individual themselves when supplying paper based or electronic information, or by staff in supporting students and graduates and in pursuing the aims of the ECC. Our online system also generates information about individuals, based on their student record.

Data Protection and Freedom of Information

The ECC complies with the terms of the General Data Protection Regulation (GDPR) 2018 and the Freedom of Information Act 2000. Personal information will not be disclosed to third parties (including parents/relatives) without an individual's consent unless there is a legal or duty of care imperative as described below.

Confidentiality

The ECC respects the right of individuals who use the service to be able to discuss or divulge matters of a personal or confidential nature with the full assurance that such information will be treated with the utmost confidence.

Personal information provided by clients during the course of their involvement with ECC staff will not be divulged to outside parties without their wish or permission. Discussions with Careers Advisers will be treated in the strictest confidence and will not be revealed in any part to anyone outside of the ECC unless specifically requested by the client. (Please see limitations below)

We deliberately keep a minimum of personal data about our clients. Such personal data which is kept, such as occasional notes taken during careers guidance interviews, is stored and kept in strict accordance with the [University Data Protection Policy](#).

Student Privacy Notice

In order to access Surrey Pathfinder, our online service for vacancies (including placements), appointments, events and careers information, we keep personal data from your student record; name, address, phone number, email address, date of birth and course details. In addition, there may be occasion to keep sensitive data; gender, ethnicity and disability, including widening participation

markers for the purposes of providing specialist employability services to meet the needs of specific user groups.

Through Career Readiness questions during registration and from Surrey Pathfinder, your details may be used to provide trend data to analyse usage of our services in order to assist you with career decisions and placements. We may also use your data to communicate with you about relevant events and opportunities to help improve your employability.

Your data in Surrey Pathfinder will be cloud hosted by our partners, GTI and Abintegro, and kept for the duration of the ECC subscription or for 30 years after graduation, unless otherwise requested in writing by yourself to careers@surrey.ac.uk. Upon graduation, you will be prompted to create an alumni account with each of GTI and Abintegro, which will give you continued access to Surrey Pathfinder for the duration of the ECC subscription or for up to 30 years.

As part of completing your profile on the system, you will be given the option to register with TargetJobs to access careers information and jobs. If you choose to register, your data will be transferred to TargetJobs (owned by GTI), who will not share data it collects with any third party. Click [here](#) for more information.

The Surrey Pathfinder careers information and interactive tools are hosted by Abintegro, who will process the personal data you provide for the purpose of delivering career management and employability services to you. This includes sensitive data you may have recorded in the CV Builder, Interview Simulator and profiles produced by the psychometric assessments. Click [here](#) for more information.

After you graduate you may be contacted and asked to complete one or more surveys into the outcomes of higher education and your activities after graduation. These surveys are used to create statistics to meet the public interest in the outcomes of higher education. Information from third parties (such as your parent, or your provider if you're in further study) might be used to complete sections of the surveys if you can't be contacted. The surveys may be undertaken by ECC or by an organisation contracted for that purpose. We will hold your contact details after you graduate in order for you to be contacted to complete a graduate outcomes survey. Your contact details may be passed to the Higher Education Statistics Agency (HESA) and/or an organisation contracted to undertake a graduate outcomes survey. The survey contractor will only use your contact details for the survey and will delete them when the survey is closed. HESA may hold your contact details for further graduate outcomes surveys where these are in the public interest. Click [here](#) for more information.

Disclosure of disability

If you notify us about a disability and we are the first members of the University staff you have told, ECC staff have a responsibility to make you aware of the Disclosure of Disability Referral Form. Completing this form can give you the option to access support offered by Additional Learning Support (ALS), alternatively, you can make an 'in confidence' disclosure, whereby we will keep your details confidential to the ECC.

Limitations

Whilst we will endeavour to maintain confidentiality in all circumstances, the following may limit this:

1. Individual discussions may take place with a member of staff in a part of the ECC that is not private
2. In situations where the needs of the individual, the delivery of an effective service and/or the development of staff warrant appropriate sharing of information
3. The right to pass on personal information where there is a legal or duty of care imperative. This is likely to be in very rare circumstances, which would be fully explained at the time

Requests for information

The Data Protection Act 1998 and the General Data Protection Regulation (GDPR) which comes into force on 25 May 2018, govern the processing of personal data (information relating to living individuals). This legislation makes it possible for individuals, including users of the ECC or staff, to request access to personal data that the University may hold about them.

For data relating to that stored by the ECC, requests should be made to the Director of Employability, Keith Herrmann via careers@surrey.ac.uk who must take account of the rights of any third party or parties who are named in any of the documents requested, and seek their consent to disclose in relevant cases where a duty of confidentiality may exist.

Requests for information under the Freedom of Information Act should also be made to the Director of Employability, Keith Herrmann via careers@surrey.ac.uk.

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