



How we use your data

The University will make use of your personal data to communicate with you about services and facilities that are available to you from the University of St Andrews Careers Centre; for example to advise you of careers events, careers workshops, vacancies and internship opportunities in which you have expressed an interest. Your personal details will also be used to manage the provision of those services that you receive from the University Careers Centre eg if a scheduled appointment changes or where careers events that you have expressed an interest in arise. The University will share elements of your personal data with a third-party contractor, who maintains the Careers Centre IT system. That contractor can only make use of your personal data under strict terms, which are set out in a contract between that supplier and the University ie to provide and maintain the said booking system.

The contact details of the data controller

- University of St Andrews, College Gate, North Street, St Andrews, KY16 9AJ, Fife, Scotland, UK. The University is a charity registered in Scotland, No SC013532.

The contact details of the data protection officer

- Mr Christopher Milne, Head of Information Assurance and Governance, University of St Andrews, College Gate, North Street, St Andrews, KY16 9AJ, Fife. Email dataprot@st-andrews.ac.uk

The purposes of the processing for which the personal data are intended as well as the legal basis for the processing

- General Data Protection Regulation ("the GDPR"), Article 6, Contact 1(b).

The recipients or categories of recipients of the personal data, if any

- The University Careers Centre;
- Third-parties who will provide you with career's opportunities arranged via the University Careers Centre; and
- Suppliers and service providers (agents of the University).

The period for which the personal data will be stored, or if that is not possible, the criteria used to determine that period

- The University will store personal data associated with the provision of services from the Careers Centre while you are making use of those services and for a period of up to six years after you have stopped using those services.

The existence of the right to request from the controller access to and rectification or erasure of personal data or restriction of processing concerning the data subject or to object to processing as well as the right to data portability

- The GDPR provides a number of rights, these include the right:
 - of access to your personal data;
 - to rectification;
 - to erasure (the deletion of personal data, in specific circumstances);
 - to restrict processing;
 - to data portability;
 - to object; and
 - not to be subject to automated decision-making including profiling.
- In many instances, these rights, as provided for in the GDPR are qualified i.e. certain circumstances they are limited or they may not be available, and these may be limited further by UK legislation, where personal data is only used for research or statistical purposes.
- The University website provides details on these rights and the steps to be taken where an individual wishes to exercise their rights.

Personal data transfers to territories outside the European Economic Area (“the EEA”)

- The University will only transfer personal data outwith the EEA to organisations that you have expressed an interest in eg in response to an employment or internship opportunity.

The right to lodge a complaint with a supervisory authority

- If you believe that the University has not made use of your personal data, in line with the requirements of the law, you have the right to raise this with the regulator i.e. the UK Information Commissioner Office (“the ICO”).
- Details on how to contact the ICO are available online, at:
<https://ico.org.uk/global/contact-us/>