The Careers Service uses CareersPortal to help you manage your career journey throughout your time at the University of Dundee and beyond. As a registered user, you are able to access careers and employability information, events, part-time jobs, placements, internships and graduate jobs through this service. You can also customise your profile, submit career-related queries online and book appointments with the Careers Adviser for your subject area.

This Privacy Policy is provided to help you understand what information is collected in these services and why it is collected.

**How we use your information**

The University of Dundee Careers Service use some of your personal data to provide you with the following services:

- Appointment booking
- Event booking
- E-queries
- Job board
- Careers information and resources

Your personal data will be retained in these systems for as long as you are at University. You can tailor the information that is stored in your profile and your communications preferences at any time through Careers Portal. Access to personal data is restricted to those members of University staff who have a requirement to maintain a professional relationship with you, and is controlled through user security profiles. Anonymised data may be downloaded from the system and used within the University for service management and planning purposes.

**Personal data**

The Personal Data that will be processed under this Agreement is:

- type of user;
- student first name;
- student second name;
- email address;
- telephone number;
- student username;
- student number;
- course/school details, including name of course, department and faculty/service;
- years of study;
- start dates and completion dates of study;
- mode of attendance;
- fee status.
Sensitive personal data

No sensitive personal data is typically processed for this purpose.

If you choose to disclose information of a sensitive personal nature during an appointment, we will ask if you wish to include this information in the appointment notes which are stored within the CareersPortal system. Access to these notes is restricted to those members of the Careers Service who have a requirement to maintain a professional relationship with you, and is controlled through user security profiles.

Data controller

The data controller for your personal information is the University of Dundee. The data processors for this service is GTI Media.

The University of Dundee has taken several steps to protect your information including checking these company’s IT security, only sending them the minimum amount of data needed to give you access to the service and making sure that we have the right agreements and contracts in place.

Lawful processing

The University asserts that it is lawful for it to process this personal data for this purpose in the exercise of its official authority, according to its powers and obligations under Royal Charter and further to the student contract as defined by the Terms and Conditions of Registration.

Your rights

The University is pleased to be able to offer CareersPortal and believes this adds important elements to the support we can offer you through the Careers Service. However, if you wish to update, access, erase, or limit the use of your information, please let us know by emailing careers@dundee.ac.uk. If you wish to complain about the use of your information please email dataprotection@dundee.ac.uk. You may also wish to contact the Information Commissioner’s Office.