

This Privacy Notice outlines how the Careers and Employability Service at the University of Bedfordshire will use the data we collect from you. This statement outlines our legal basis for the processing of your non-sensitive and sensitive personal data in line with the University of Bedfordshire Data Protection Procedures.

In line with these university-wide policies, it is in our legitimate interests to process a student's/graduates personal data for legitimate purposes connected to their education and/or support throughout their student journey at the University of Bedfordshire, including developing services and enhancing the student experience, and as part of our official functions in the public interest.

This Privacy Notice should be read in conjunction with the [University of Bedfordshire's Student Privacy Policy](#), other University data policies and associated Student Data Collection Notice(s), which outline the legal basis for our processing of your personal information.

How we use your data

By applying for work experience (Inc. work based or work related learning), employment opportunities or volunteering you have given us permission to share your information with the stated third party. The other exception to this is the Graduate Outcomes Survey, which, as stated above, is a statutory requirement, that your data is sent to HESA for. We may use your data for internal reports; however, it will always be anonymised, so you will n

The Careers and Employability Service will continue to contact you (via email Handshake, Beds Career Builder, Pure360 or Outlook], phone, post or social media) and use your data after you graduate to provide information, support, advice and guidance and complete all required statutory processes, based on the following clauses in the Student privacy policy (<https://www.beds.ac.uk/about-us/our-university/privacy-policy>):

You will not be contacted directly [apart from automated emails via Handshake] after 2 years post-graduation (unless you opt out before). After this 2 year period you can contact us at any point in the future to receive support.

The information we use will be that which you have provided to us or is available to us via the University of

Beds Career Builder

- Student – Your account will close after a set period (approx. 104 days) following the end of your studies in line with university policies
- Graduate – 3 years post-award

Internal Electronic Records

- Statutory Documents – 7 years
- Bedfordshire Career Development Award – 2 years
- Support Caseload – 2 years
- University Work Experience projects (i.e. GAP) – 3 years

Survey results hosted on Alchemer – 1 year

Emails and Contact details uploaded to Pure360 – 3 years

Graduate Outcomes Data is encrypted and used for anonymised internal reporting and stored for up to 7 years.

Unless otherwise stated the University of Bedfordshire Careers and Employability Service will retain data in line with the University of Bedfordshire's data management and retention policies.

Your Data Protection Rights

Under data protection law, you have rights including:

- You have the right to ask us for copies of your personal information.
 - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- You have the right to ask us to erase your personal information in certain circumstances.
 - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- You have the right to object to the processing of your personal information in certain circumstances.

Contact

If you have any questions about the Careers and Employability Service Privacy Notice, please do not hesitate to get in touch, by emailing careers@beds.ac.uk. [Click here](#) for further information on how to contact the Careers and Employability Service.

If you have any concerns about our use of your personal information, you can make a complaint to us at DPO@beds.ac.uk.

We reserve the right to update this privacy policy at any time and will inform you of substantial updates.

