

University of Bedfordshire Careers and Employability Service Privacy Notice and Terms and Conditions for Employers, Charities, Third Parties and External Stakeholders

This document is designed to ensure all employers, charities, third parties (i.e. professional bodies) and external stakeholders [referred to as organisations in this notice] the Careers and Employability Service work with adhere to our Terms and Conditions, and provide you with details relating to your privacy and provision of data when engaging with our services.

The terms and conditions and privacy notice outlined should be read in conjunction with the University of Bedfordshire Ethical Careers and Employability Policy and University of Bedfordshire Careers and Employability Service Privacy Notice available at: <https://www.beds.ac.uk/careers/about-us/>.

We reserve the right to change these Terms at any time (with immediate effect); therefore we encourage you to review these Terms annually.

Your continued engagement with the University of Bedfordshire Careers and Employability Service constitutes your agreement to all such terms and statements outlined in this document.

1.0 Context

The Careers & Employability Service develops relationships with local, regional, national and international organisations in order to source work-based and work-related learning and employment opportunities for students and graduates. We support a wide range of organisations with access to the University's students and graduates through activities [including but not limited to]: careers fairs, curriculum involvement, volunteering and student and graduate work-based / work-

We obtain your information from you directly and via third party applications (i.e. Handshake). We may also use information available from external sources (i.e. your organisations website and publicly available LinkedIn) to augment information we already have. This enables us to contact you in the event that you change your contact information, or did not provide it to us.

2.3 How do we keep your data safe and who has access to it?

We are committed to keeping your data secure. Access to information held by the Career & Employability Service is restricted to individuals who need to see the data to carry out their duties in the University. Your information is only accessible by appropriately trained staff.

We take appropriate measures to ensure that the personal information disclosed to us is kept secure, accurate and up to date and kept only for so long as is necessary for the purposes for which it is used.

2.4 Who else do we pass this information on to?

We may need to share your details with other departments within the University such as relevant academic staff and professional service departments such as; finance, legal, payroll etc., where relevant to the purposes of engagement.

We may need to disclose your details if required to the police, regulatory bodies or legal advisors where there is a legal requirement or an overriding public interest to do so. We never sell or trade your personal or organisational data.

2.5 How long do we keep this information for?

In line with [JISC Records Retention Schedule](#) documents, relating to the organisation and administration of events shall be kept for 1 year following event completion and 3 years following event completion for the planning and evaluation of events.

Delegates, who continually attend events or give consent for ongoing event notifications, data will remain active on our database until such a time that consent is withdrawn.

We will keep records of placement providers who have participated in internship or placement programmes for a maximum of 7 years.

Please refer to the University of Bedfordshire Careers and Employability Service Privacy Notice for a full overview of our retention terms and processes.

2.6 How can you verify, modify or delete your information?

If you have uploaded information to your employer or organisation account on Handshake, you can amend certain data items on your account by logging in to Handshake.

If you are an organisation or employee of an organisation and no longer wish to hear from the Careers and Employability Service, please get in touch with us on: careersoptout@beds.ac.uk

3.0 Posting and Advertising Opportunities (Inc. volunteering, internships and placements)

By registering as an Organisation and/or User account and connecting with the university on the information, or

Employability Service Staff, but can be reset by following the relevant links from your Organisation login.

3.3.2 Access is permitted via our Data Processor (Handshake), who may at times require provision to upgrade or test new functionality of the system.

3.3.3 The University of Bedfordshire retain the right to suspend, withdraw, discontinue or change all or any part of Handshake (for which we have editorial control) without notice.

3.4 All Direct Opportunities are published to current students and recent graduates for free through our online Handshake platform.

3.5 Organisations must upload their own Opportunities (unless otherwise explicitly agreed by the Careers and Employability Service). Opportunities will be authenticated by Handshake (more information available at: <https://support.joinhandshake.com/hc/en-gb/articles/8083511439127-Employer-Validation>) before they are made available to our student/graduates. Any roles that meet enhanced verification criteria associated with the University of Bedfordshire Careers and Employability Service policies and terms and conditions will be individually reviewed by the Careers Service prior to approval - we may clarify information with Organisations if details appear unclear or incomplete.

3.6 Organisations can edit, extend or remove their Opportunities at any time and these will be re-processed for re-approval, if necessary.

3.7 Information you provide within your advert and posting must be true and not misleading and we reserve the right to alter or edit your advert and posting at our sole discretion.

3.8 We will only advertise specific/individual opportunities, not broader recruitment campaigns.

3.9 In submitting an advert or posting you are requesting that this appear on our Handshake platform and grant permission that the Careers and Employability Service may reproduce the advert or posting (in whatsoever form we see appropriate) for other vacancy advertising services we consider viable.

3.10 The Careers & Employability Service will not advertise Opportunities, which contravene UK law, this includes (but not limited to); the Equalities Act 2010 and any opportunities which may prevent applications on the basis of protected characteristics including age, disability, gender reassignment, marital status, race, religion or belief, sex or sexual orientation and this includes Opportunities which specify an age requirement to apply. It is the responsibility of organisations to ensure that any Opportunities posted cog(el)-9(status,)-9(ra)5(ri)4(stics)-14(in)6.00014(i

- 3.22 We will not accept Opportunities posted by jobs boards for the purpose of signposting to their own website or to spam Handshake with job listings on their own website. Vacancies which are advertised on behalf of a recruitment agency must be made known to Careers and Employability Service (details of the client will not be passed on to students/graduates without consent).
- 3.23 It is our expectation that Organisations will conduct adequate checks and ensure all students and graduates (both Tier 4/Student visa holders and those requiring a valid visa to undertake a Placement outside of the UK) are aware of any visa and/or immigration requirements throughout the application and recruitment process.
- 3.24 We encourage all Organisations to be clear about the full recruitment and assessment process with Applicants, equipping them with the right knowledge to conduct their research, preparation and perform in the recruitment process.
- 3.25 We expect all Organisations to respond to applications in a timely manner and we encourage all Organisations to inform Applicants of the status of their application - whether successful or otherwise at application, interview/ass 0 0 9ni02 Tf1 0 0 1euf rae

Employment Opportunities and Support team within 5 working days. Failure to do so may result in the Employment Opportunities and Support terminating the recruitment process.

- 4.8 The organisation should be aware of the student's study and exam obligations and not ordinarily ask full-time students to work in excess of 20 hours per week, except during vacations or other periods when they do not have the usual pressure of study.
- 4.9 It is the responsibility of the organisation to let all candidates know the result of an application as soon as possible and also to inform the Careers and Employability Service as soon as a post has been filled.
- 4.10 The Careers and Employability Service will ensure that only information about the organisation that is relevant to the opportunity is released to students. Employment Opportunities and Support will not disclose information to a third party without consent.

5.0 Volunteering

If an organisation wishes to advertise volunteering opportunities, they agree to abide by the conditions established in section 5.0, in addition to the other terms outlined in this document.

- 5.1 Organisations will only be eligible to advertise volunteering opportunities if they are a registered charity, not-for-profit organisation or community interest company.
- 5.2 Organisations will provide volunteering opportunities, which are appropriate for students, where levels of expectation are realistic and achievable and where voluntary activity will not replace the work of paid members of staff.
- 5.3 Organisations will hold responsibility for undertaking and funding DBS checks or seek references on volunteers if this is a requirement for the volunteer role.
- 5.4 The Careers and Employability Service will not be held responsible for misrepresentation by applicants, whether orally or in writing of their history, character, age, capabilities or the right to work in the United Kingdom. The organisation is solely responsible for satisfying themselves as to the suitability of any applicant and shall be responsible for all background and reference checks.
- 5.5 Organisations will ensure that students are eligible to undertake volunteering. Some volunteers may be international students and will have visa restrictions around working hours (which often includes volunteering).
- 5.6 Organisations accept liability for volunteers and will ensure they have adequate public liability insurance.
- 5.7 Organisations must have a health and safety policy and properly risk assess all volunteering activities and premises

- 6.1.4 Hosts must clearly communicate the learning objectives of the Placement when engaging with the University of Bedfordshire.
- 6.2 Whilst not a legal requirement, we strongly encourage all students undertaking a professional practice year to be paid for the duration of their Placement.
- 6.3 It is our expectation that Organisations will conduct adequate checks and ensure all students (both Tier 4/Student visa holders and those requiring a valid visa to undertake a Placement outside of the UK) are aware of any visa and/or immigration requirements throughout the application and recruitment process.
- 6.4 Where an organisation recruits a University of Bedfordshire student to undertake a Professional Practice Year they

