**Atlantic Technological University**

**Privacy Notice for Careers Service**

**Introduction**

ATU values your privacy and recognises the need to process your personal data in a fair, transparent, and lawful manner in accordance with the legal obligations as set out in the General Data Protection Regulation 2016/679 (GDPR) and the Irish Data Protection Act 2018.

The purpose of this notice is to explain how ATU’s Careers Service (Careers Service) collects, uses, and processes your personal data. This notice also sets out the legal bases on which the Careers Service relies to process and use your personal data and make you aware of the third parties with whom we may share your data.

Our Careers Service users include, and accordingly this privacy notice applies to:

* ATU current students.
* ATU graduates/alumni.
* Industry partners/employers.
* Prospective students

**The information we process about you**

The types of personal data processed by the Careers Service include, inter alia:

**Students** – Name, address, telephone number, email address, date of birth, ID. number, CV information, personal details of any referees, LinkedIn profiles, psychometric assessments.

**Graduates** – Name, address, telephone number, email address, date of birth, CV information, personal details of any referees, LinkedIn profiles, HEA survey information (employment status and salary).

**Employers** – Name, job title, email address, phone number, company address.

**How we obtain your personal data**

We obtain your personal data either directly from you or indirectly from other sources.

**Students:**

***Directly from you when you:***

* Register with ATU
* Submit your CV; book an appointment.
* Complete mock interviews
* Complete psychometric tests.
* Register yourself on Careers Connect CRM System, CV AI Tool, Strengths Profiling Tool, Virtual Careers Fair platform
* Email or telephone us.

***Indirectly from:***

* LinkedIn profiles.
* Referees.

**Graduates**:

***Directly from you when you:***

* Complete the HEA’s Graduate Outcomes Survey;
* Submit your CV;
* Email or telephone us;
* Register yourself on Careers Connect;
* Register as a graduate for a virtual careers fair / events;
* Book an appointment.

**Employers:**

***Directly from you when you:***

* Register to participate at our career events/fairs;

Email or telephone us;

* Register yourself on Careers Connect.

**Legal Basis for Processing your Information**

Depending on the category of user, the Careers Service relies on different legal bases to process your personal data.

**Students:**

* To fulfil ATU’s contract with you for career development and “Next Steps Transitioning to the Workplace Module.”

**Graduates:**

* To fulfil a contract consummated when you voluntarily register to use our service, to be included in our graduate database so you can be informed of any careers events and job opportunities.
* To comply with a legal obligation for HEA Graduate Outcomes Survey.
* On the basis of your consent to receive text messages in relation to the HEA Graduate Outcomes Survey.

**Employers:**

* To fulfil a contract consummated when you voluntarily register to use our service, to be included in our employer database, to exhibit in ATU career fairs and to advertise job vacancies.

**How your Information is Used**

ATU’s Careers Service uses some of your personal data to provide you with the following services:

**Students:**

* Career development;
* Interview tips and techniques;
* Appointment bookings;
* Event bookings;
* Psychometric tests/assessments; strengths profiling;
* Virtual career fair platform;
* CV AI Tool;
* Careers Connect CRM system;
* Employment/placement searches.

**Graduates:**

* Linking you with potential employers;
* Graduate Outcomes Survey and HEA reports;
* Interview tips and techniques;
* Appointment bookings.

**Employers:**

* Linking you with potential employees;
* Placements / Internships
* Career fair bookings.

**Third parties with whom we share your data**

For us to offer you a full and comprehensive service, we do share some of your data with some third parties.

**Students:**

* GTI Careers Connect (CRM System);
* Psychometric assessment / Strengths Profile companies;
* CareerSet (CV AI tool);
* Virtual Career Fair platform;
* External examiners (for mock interviews);
* Potential employers.

**Graduates:**

* HEA, IDA, Enterprise Ireland - mostly anonymised data (graduate employment statistics);
* Potential employers;
* GTI Careers Connect (CRM System).

**Employers:**

* GTI Careers Connect (CRM System);
* Potential employees/job seekers.

**Data retention**

We do not keep your personal data for any longer than is necessary. Your personal details will be kept according to our data retention schedule. Individuals who opt out of any of our optional services will be deleted from our systems.

**Your rights**

You have the following rights under the GDPR and the Irish Data Protection Act 2018, although your ability to exercise these rights may be subject to certain conditions:

**Right of Access:** You have the right to request a copy of the personal data we are processing about you and to exercise that right easily and at reasonable intervals.

**Consent:** You have the right to withdraw your consent where that is the legal basis of our processing by writing to dataprotection@atu.ie.

**Rectification:** You have the right to have inaccuracies in personal data that we hold about you rectified.

**Erasure:** You have the right to have your personal data deleted where we no longer have any justification for retaining it subject to exemptions such as the use of pseudonymised data for scientific research.

**Object:** You have the right to object to certain types of processing of your personal data for example processing for marketing or to be subject to automated decision making and/or profiling.

**Restriction:** You have the right to restrict the processing of your personal data if:

* You are contesting the accuracy of the personal data;
* The personal data was processed unlawfully;
* You need to prevent the erasure of the personal data to comply with legal

 obligations;

* You have objected to the processing of the personal data and wish to restrict the

 processing until a legal basis for continued processing has been verified.

**Portability:** You have the right to have a readily accessible machine-readable copy of your data transferred or moved to another data controller where we are processing your data based on your consent.

**Questions and Complaints**

If you are not satisfied with the University’s handling of your personal data or believe that the requirements of data protection legislation may not be fully complied with, you should contact the University’s Data Protection Office in the first instance.  You also have the right to submit a complaint to the Data Protection Commission at [Raising a concern with the commission | Data Protection Commissioner](https://www.dataprotection.ie/en/individuals/exercising-your-rights/raising-concern-commission)

**Data Protection Officer (DPO)**

Please contact us if you have any questions about the data we hold about you or if you wish to exercise any of your rights:

Data Protection Officer

Email: dataprotection@atu.ie

Tel: +353 (0)91 742 747

**Data Controller**

Atlantic Technological University (ATU)
Westport Road, Castlebar, Co Mayo, F23 X853

Email: dataprotection@atu.ie