**GMIT Careers Service Privacy Notice**

**Introduction**

GMIT 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 GMIT’s Careers Service collects, uses and processes your personal data. This notice also sets out the legal bases on which the Careers Service processes and uses your personal data and to 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:

* GMIT current students.
* GMIT 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.

**Prospective Students** – Psychometric assessments.

**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 GMIT
* submit your CV; book an appointment;
* do mock interviews
* do psychometric tests;
* register yourself on Careers Connect, and
* 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, and
* book an appointment.

**Employers:**

Directly from you, when you:

* register to participate at our career events/fairs;
* advertising Job vacancies,
* email or telephone us, and
* register yourself on Careers Connect.

**Prospective Students:**

* Directly from you, when you contact us to participate in psychometric assessments at open day events.

**Legal basis for processing your personal information**

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

**Students:**

* To fulfil GMIT’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 GMIT careers fairs and to advertise job vacancies.

**Prospective Students:**

* On the basis of consent to provide you with psychometric testing.

**How your information is used**

GMIT’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;
* 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.

**Prospective Students:**

* Psychometric tests/assessments.

**Does the Careers Service share your data with third parties?**

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
* 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.

**Prospective students:**

* Psychometric assessment company

**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.

**Individual Data Subject 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 dpo@gmit.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.

**Lodge a Complaint:** You also have a right to complain to the Data Protection Commissioner if you are unhappy with the way we are processing your personal data by writing to <https://www.dataprotection.ie/docs/Raise-a-Concern/1716.htm>

**How to contact us**

Please contact us if you have any questions about the information we hold about you or to request a copy of that information:

• By email: dpo@gmit.ie
• In writing: Data Protection Office, Room 1063, GMIT Galway Campus, Dublin Road, Galway

**Data Controller**

Galway-Mayo Institute of Technology, Galway Campus, Dublin Road, Galway
Tel: +353 91 753161
Email: info@gmit.ie