

Employer Engagement Privacy Notice

Introduction

Student Futures are part of the University of Northampton which is the data controller for your information. We engage with a wide range of organisations, to promote a wide range of job opportunities, volunteering and placements to our students and graduates, working in partnership with external organisations (employers, social mobility enterprises, agencies, chambers of commerce, etc) to achieve this. We collaborate with external organisations to support students to build their employability skills through a wide range of careers events and activities. We value the relationships with these organisations and aim to provide a high level of service.

For all data protection queries the Data Protection Officer, can be contacted by emailing dpo@northampton.ac.uk or by writing to Data Protection Officer Vice Chancellor's Office , Senate building, Waterside Campus , University of Northampton , NN1 5PH

What categories of personal data are used?

The University of Northampton Student Futures Team will collect personal and organisational data necessary for the organisation and management of the activity for which you have engaged with the Student Futures. Types of data can include, but are not limited to:

- personal details, including contact information such as emails and telephone numbers.
- visual images which we use in our marketing materials.

Where do we get your personal data from?

We obtain your information from you directly and via third party applications (i.e. Student Futures Target Connect). We may also use information available from external sources i.e. your organisations website and LinkedIn, to supplement information we already have.

Lawful basis

We will rely on the following lawful basis to process your personal data.

1. Legitimate interest under Article 6 (1)(f) UK legislation GDPR for the following reasons:
 - Advertising job and work experience opportunities to students and graduates
 - For the purposes of advertising employer and skills talks and activities to students
 - For placements required for a student's course of enrolment
 - For contact information for event management and organisation (careers fayres and activities)
2. Legal obligation under Article 6 (1) (c) of the UK GDPR for information relating to you required to meet our obligations as a University.
3. Vital interests under Article 6(1) (d) of the UK GDPR where we need to protect your interests.

Who else do we pass this information on to?

We may 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 vital interest as lawful bases under the UK GDPR.

How long do we keep this information for?

Details will be kept until no activity has been recorded against an account for five years. Activity on the system includes (but is not limited to):

- Attendance at or participation in an event
- Posting of a work opportunity
- Providing a placement opportunity
- Contact with the University of Northampton Student Futures' Employer Engagement Team

We will keep records of organisations, where the activity has been defined as a placement by the University, and other student-related data to align with the University's policy on student data retention.

The University may contact you before your information is removed from systems, to discuss continued engagement opportunities.

Your rights and how to enforce them

You have the following rights:

- Right to withdraw consent
- Right to be informed
- Right of access
- Right of rectification
- Right to erasure
- Right to restriction

Please note the above are not absolute rights as this is dependent upon the lawful basis that is being relied upon.

If you wish to exercise any of these rights, please contact the Data Protection and Information Governance team by emailing: dpo@northampton.ac.uk

How can you verify, modify or delete your information?

If you are an organisation or employee of an organisation and no longer wish to hear from the Student Futures Team, please get in touch with us on: employers@northampton.ac.uk

How you can complain

In the first instance, you can refer your complaint to the Data Protection and Information Governance team by email at dpo@northampton.ac.uk.

If your complaint is not related to the data protection matters, refer it to studentfutures@northampton.ac.uk.

If you are not satisfied, you can send your complaint to the Information Commissioner's Office either at:

- Phone: 0303 123 1113
- Website: [ICO Complaints](#)