

Data Protection Information – Students and Graduates

Your personal information and the University

Aberystwyth University, as data controller, will process your personal data in compliance with the Data Protection Act and General Data Protection Regulation. Contact details for the University's Data Protection Officer can be found [here](#).

Use and retention of your information

Your personal information, provided by you to the University, is made available to the Careers Service so that we are able to contribute effectively to your learning on your degree programme and provide you with appropriate and suitable services that will empower you to develop career planning and management skills. Your information will be used only for those purposes associated with supporting you to develop skills and experiences, and in providing you with advice and guidance services, which will enable you to be more competitive in your chosen career area upon graduating. The information will be held by the University as it has concluded that it is within its legitimate interest to do so as it both benefits you as user, and also the University and is necessary for career development and management to be an integral and integrated part of the student experience at Aberystwyth University. Further details on the University's Data Protection Policy, Data Processing Declaration and other Notices and Statements can be found [here](#).

As the Careers Service delivers a lifelong service to you as a student and graduate of Aberystwyth University, your data will continue to be stored in our database system for a period of 5 years after graduation, or from the last date we had contact with you, whichever is the longer, in pursuance of the University's legitimate interests.

Sharing your information

Your information will also be imported into a database provided by GTI Media Limited that provides you with access to a range of services that you are able to search for and access/book on-line; these include: a vacancy database, employer presentations being held on campus, one-to-one confidential guidance interviews, the timings of drop-in services, personal action plans, skills and other workshops offered throughout the year. Your information within this portal is held securely on GTI Media Ltd. servers located in London, UK, and is not shared with any other third parties or organisations.

By registering for the eMentoring service offered jointly by the Careers Service and the Development and Alumni Relations Office of the University, you are consenting to your information being held securely on the servers of Aluminati Network Group located in Reading, UK. It will be used to ensure compliance with user guidelines

and to collate anonymised statistical data for internal use at the University. It is not shared with any other third party or organisation.

By registering to participate in the GO Wales Achieve through Work Experience programme you are consenting to your information being held securely by the Higher Education Funding Council Wales (HEFCW) on their secure servers located in South Wales, UK. On being accepted as a participant on the GO Wales programme HEFCW and the Welsh European Funding Office (WEFO) become the data controllers of all information related to the scheme, whereby they have a lawful basis for collecting, processing and retaining your data to meet the legal obligation of delivering an EU funded programme; thus, the right to erasure does not apply. Aberystwyth University, as the data handler, will keep your information securely and will not share your information with any other third parties or organisations beyond HEFCW.

By participating in activities delivered by the AberPreneurs strand of our services and by registering for events and workshops delivered in relation to this strand, your data will be held by the Careers Service on the basis of legitimate interest. On accepting one-to-one advice and/or mentoring and by attending specified business development workshops you are also agreeing to participate in a Welsh Government project funded under their Youth Entrepreneurship Strategy. Participating in these activities requires us to share some of your data with the Welsh Government in accordance with the requirements of our contract with them. Your data will not be shared by any other third parties or organisations and will only be utilised by the University to provide you with an appropriate level of support and service as requested by you when you expressed an interest in AberPreneurs.

With the exceptions noted above, the Careers Service will not share your data with third parties or external agencies, unless obliged to do so as a legal requirement in response to compliance requirements by any government body or appointed agency. None of your information will be shared outside the EU.

Your rights

You have the right to access your information, object to processing or lodge a complaint with the Information Commissioner's Office.