

## Privacy Notice for Employers using Abertay University Careers

---

### **Your Personal Data**

**Abertay University** will be known as the 'Data Controller' of your personal data processed in relation to advertising vacancies. This privacy notice will explain how we will process your personal data.

### **Why we need it**

We are collecting your basic personal data such as your name, company or organisation, contact details in order to advertise your vacancies. We will only collect data that we need in order to provide and oversee this service to you.

### ***Legal basis for processing your data***

We must have a legal basis for processing all personal data. In this instance, the legal basis is legitimate interests.

To deliver a Service that meets the strategy and vision of Abertay University and the mission of the Careers Service we have ascertained that the use of the data you provide qualifies as a legitimate business interest. We have also considered your reasonable expectations on receiving information about the services that we provide to you and how this enables your connection with our students and this also meets legitimate use.

### **What we do with it and who we share it with**

All the personal data you submit is processed by staff at Abertay University in the United Kingdom. We also share details with GTI Media who are the suppliers of the of Abertay Connect portal.

Data that we share with GTI Media (providers of the Abertay Connect portal) meets industry standard protocols and is managed in a fully secure online environment.

### **How long do we keep it for**

Your data will be retained by the University until the July, 2 years after your last interaction with Abertay University. After this time, data will be securely deleted.

### **What are your rights?\***

You can request access to the information we process about you at any time. If at any point you believe that the information we process relating to you is incorrect, you can request to see this information and may in some instances request to have it restricted, corrected or, erased. You may also have the right to object to the processing of data and the right to data portability.

If you wish to exercise any of these rights, please contact [careers@abertay.ac.uk](mailto:careers@abertay.ac.uk).

\*Please note that the ability to exercise these rights will vary and depend on the legal basis on which the processing is being carried out.

## **Complaints**

If you wish to raise a complaint on how we have handled your personal data, you can contact the Senior Careers Adviser ([careers@abertay.ac.uk](mailto:careers@abertay.ac.uk)) in the first instance.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner's Office (ICO) <https://ico.org.uk/>