Terms and conditions

1. Vacancy advertising

The Careers Service provides a free vacancy advertising service to help students and graduates become aware of employment, volunteering and further study opportunities. The University can take no responsibility for advertisers' statements or actions. Adverts are published in good faith based on information provided by the organisation and this should not be taken as an endorsement of those opportunities and organisations.

We screen vacancy adverts for the following before agreeing to publish them:
- Adverts appear to meet our employer vacancy advertising policy
- Adverts for UK opportunities appear to meet requirements of UK equality legislation
- Adverts for UK opportunities appear to meet requirements of the National Minimum Wage

We advertise thousands of vacancies each year. Due to the high volume of adverts received, the above checks should not be considered a vetting of any organisation. Students and graduates must conduct their own research and checks to clarify all details relating to the vacancy and organisation, and make their own decision as to its suitability for their needs.

The University accepts no liability for any loss or damage suffered by a student or graduate as a result of taking up an opportunity advertised through the University.

2. Privacy statement

This privacy statement relates to personal data held and used by the Careers Service. The Careers Service uses a variety of software: CareerHub, InterviewStream and GraduatesFirst, to help administer careers education, information, advice and guidance to students and recent graduates. All personal data collected will be handled in accordance with the Data Protection Act 1998. This statement sets out how your personal data will be stored, accessed and used.

Confidentiality

The Careers Service works in accordance with the Association of Graduate Careers Advisory Services (AGCAS) code of practice. The guidance process is confidential; we will not pass on personal information without the individual’s prior permission. We will make any limitations on this absolutely clear at the earliest possible stage, including:

- Appointments may take place in an area that is not private.
- Within the Careers Service, information is shared on a need-to-know basis. The need to know may be concerned with the needs of the individual or with the need to maintain and develop an effective service, including the development of staff.
The right, in exceptional circumstances, to pass on personal information, where there is a legal or ‘duty of care’ imperative. This will happen only in very exceptional circumstances, and will normally take place only following consultation with a member of the Careers Service’s Management Team and the University’s legal team, where necessary. Even in these circumstances, we would normally seek to explain this to the individual concerned.

The factual data an individual gives to the Service is used to compile anonymous statistics about the use of the Service. Careers staff may also keep notes on meetings with individuals to help them in their work with that individual. Other careers staff may have access to such notes, for example, where an individual has been referred for a follow-up appointment with another member of staff. This information is normally kept for three years after graduation, when eligibility to use the Careers Service ceases.

Information we collect/hold
Personal data will be auto-provisioned into CareerHub from SITS (the University’s student database). This includes basic personal details and some academic details. Information relating to ethnicity and disability is also held by CareerHub for reporting purposes only.

How we use your personal data
This information is required to allow the Careers Service to administer the careers education, information, advice and guidance it provides to students and recent graduates. This will include:

- Scheduling appointments
- Recording notes of advice and guidance given, and discussions at appointments
- Booking places for events
- Conducting statistical (non-identifiable) analyses
- Providing event sign-up attendee data to employers delivering presentations and workshops
- Distributing tailored information via email
- Presenting tailored information via the CareerHub student/graduate interface

Where your personal data is held
Your personal data is held on servers at the University of Bristol. A small amount of personal data may be stored temporarily by CareerHub manufacturers (Visual Eyes Pty Ltd) for testing purposes.

Who has access to your personal data
Personal information will not be disclosed to third parties (including parents/relatives) without an individual’s consent, unless there is a legal or ‘duty of care’ imperative (as set out above).

Access to personal data stored in CareerHub, InterviewStream and GradutesFirst is limited to Careers Service staff who require such access in relation to their role. Some software support staff may occasionally have access to CareerHub to provide support and testing services, such as to resolve technical faults and create bespoke reports.
Accessing your personal data
The Data Protection Act provides you with the right to access the information that we hold about you. Please note any request for access may be subject to a fee of £10 which covers our costs in providing you with the data requested. If you wish to make such a request, please contact: University of Bristol: data-protection@bristol.ac.uk

Communications
The Careers Service may wish to send you tailored messages, such as news digests, relating to relevant job and career opportunities. These news digests will include tailored information about news, vacancies, events and advertising. You are able to set your own preferences of messages you receive via your CareerHub account.

Third parties
To be able to effectively administer careers events, the Careers Service may disclose some information to event organisers, such as name, level of study, year of study and academic faculty, school and department.

Further details of the collection, storage and use of personal data can be found in the InterviewStream privacy policy and GraduatesFirst privacy policy.

Contact
If you have any issues relating to this privacy statement, or wish to have copies of the personal data we hold in relation to you, please contact data-protection@bristol.ac.uk.