

# Engaging with the Careers & Employability Service

## Your personal information

The University of Lincoln collects personal information about you when you attend events, appointments or participate in programmes organised by the Careers & Employability team. We use this information to offer additional support and record your engagement for monitoring and statistical purposes. This notice explains more about how we use your personal information.

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### What information we collect about you

We collect information about you when you make an appointment with a Careers & Employability adviser, attend an event or take part in any of our programmes including the Lincoln Award.

Keep your details up to date by contacting [careers@lincoln.ac.uk](mailto:careers@lincoln.ac.uk)

### How we use your information

We collect information about you to record your engagement with the Careers & Employability service. When you attend an appointment we will record notes from the session onto our CRM system for reference if you have multiple appointments.

We may access your CRM record to view details of your course, level and contact details. If you attend any events or take part in any programmes we will record your attendance. This data is referenced against future engagement to monitor impact.

We may also contact you to follow up on any sessions you attended to monitor impact and for evaluation purposes.

Data is also recorded as statistics for reporting purposes. Attendance will be noted on your record within the CRM so we can refer to this if you attend any future appointments.

This data is processed as part of the University's public interest task of helping you prepare for your future career.

If we ask for additional information from you the reason for this will be explained at the time of the request.

The University occasionally uses cookies and other technologies on its website that collect data about you when you use them. Where this occurs further information will be available

in a cookies policy. The cookies policy for the University website can be found here: <http://www.lincoln.ac.uk/home/termsconditions>.

## Information we may share with other organisations

**Employers or mentors** If participating in any of our additional support programmes, information may be shared with employers or mentors as part of the support offered by the programme. Data will not be passed on without your prior consent.  
If consent was withdrawn we may not be able to offer the particular programme but you could still access our other services.

We use a number of suppliers who process personal information on our behalf. These include suppliers of software services. These act strictly on our instructions and must not use the information for their own purposes.

In exceptional circumstances we may be asked to share your information with police or other investigators if it would prevent or detect crime or safeguard a person's wellbeing. Each instance will be judged on its own merit and any sharing of information will be done within the law.

## How long we keep your information

Data will be kept for 3 years after you graduate.

If you access additional University services these may keep a record of your contact and will provide you with details of how long they keep your information.

## Accessing your information and other rights

You have a number of rights relating to your personal information. These include:

**Access** You have the right to request a copy of any personal information we hold about you.

If you would like a copy of any of your information please contact the Information Compliance team on the details below. The team will process your request within a month.

**Portability** If you have provided information on the basis of your consent or for a contract then you can request a digital copy so you can send it to another organisation.

To request a copy please contact the Information Compliance team on the details below. The team will process your request within a month.

**Correction** If any of the information we hold about you is incorrect or incomplete then please let us know. You have the right to have your information corrected so that we hold accurate records about you.

**Erasure** This is also known as the right to be forgotten. You can request that your personal information is erased if it is no longer necessary for the University to keep it, or you withdraw consent that you have previously provided, or you object and there is no overriding grounds to keep it or if it is unlawful to continue to keep it.

**Restriction** You can request that the use of your personal information is limited to storage only and that we use it for no other purpose. This applies where you contest the accuracy of the personal information we hold, or our use of the information is unlawful, or we no longer need the information except in relation to legal claims, or you object to the use of your data and we need to verify whether or not our purpose for keeping it overrides the grounds of your objection.

The Information Compliance team can be contacted by email on [compliance@lincoln.ac.uk](mailto:compliance@lincoln.ac.uk) or by post at: Information Compliance, Secretariat, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

### **How to object or withdraw consent**

If you object to our use of your personal information then we must stop unless we can demonstrate compelling legitimate grounds for continuing. Please contact [careers@lincoln.ac.uk](mailto:careers@lincoln.ac.uk) and explain your objection.

If you have provided your consent for the use of your personal information then you can withdraw this consent at any time. Please contact [careers@lincoln.ac.uk](mailto:careers@lincoln.ac.uk)

### **How to contact us**

For general enquiries please call 01522 88 2000 or write to University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

You can find contact details for individual teams and staff by visiting <http://staff.lincoln.ac.uk>.

If you have a query about your personal information rights then please contact the Information Compliance team by email on [compliance@lincoln.ac.uk](mailto:compliance@lincoln.ac.uk) or by post at Information Compliance, Secretariat, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

### **How to complain**

If you feel that we have let you down in relation to your information rights then please contact the Information Compliance team by email on [compliance@lincoln.ac.uk](mailto:compliance@lincoln.ac.uk) or by post at Information Compliance, Secretariat, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

You can also make complaints directly to the Information Commissioner's Office (ICO). The ICO is the independent authority upholding information rights for the UK. Their website is [ico.org.uk](http://ico.org.uk) and their telephone helpline number is 0303 123 1113.