

PRIVACY NOTICE AND COLLECTION OF DATA

Career Mentoring Programme, Employability & Careers Centre

As a mentor and supporter of the University of Essex you are extremely important to us. To maximise opportunities for both our students and mentors, we want to stay in touch and manage your personal information in accordance with your wishes.

In order to effectively deliver and administer the Career Mentoring Programme it crucial that the information we hold is accurate and current.

WHAT WE COLLECT AND WHY

The personal information we hold is that which you provide when signing up to the Mentoring Programme, or information which is in the public domain such as LinkedIn or business websites. This data is used primarily for the purpose of administering the Career Mentoring Programme. When you register your interest in the programme you also consent for the data to be used for marketing opportunities to work in partnership with the Employability and Careers Centre.

WHAT WE DO WITH YOUR DATA

Your personal data is held securely on the University's in house CRM system and Essex CareerHub. Access to that information is restricted to the programme coordinator and nominated members of University staff.

We will retain this data in support of your lifelong relationship with the University until we hear otherwise from you. If you wish to be removed from our list of contacts within the CRM database or CareerHub, please email: ementor@essex.co.uk

LAWFUL BASIS

We only process your data when we have lawful reason for doing so. The personal information that we collect so we can provide you with information about the Career Mentoring Programme, is processed under Legitimate Interest. This means that it is in the interests of both the data subject (yourself) and the University to process the data.

Once you have signed up to the Career Mentoring Programme your data will be processed under Contract.

For the purpose of marketing Essex opportunities, your data will be processed under consent for which you have the right to opt-out at any time.

We use the personal information collected to:

- Offer Employability and Careers services such networking opportunities, employability and skills events and workshops, and exclusive experiences (like employer insight days);
- Request volunteers for speaking engagements, career mentoring, focus groups, recruitment fairs, and for case studies for publications and promotional literature;
- Survey mentors to process experiences and feedback as well as contribute towards wider University and Government surveys and reports in order to improve the services offered by Employability and Careers;
- Invite you to events

SHARING INFORMATION

The information you include in your mentor profile is shared with successful applicants to the Career Mentoring Programme. Your contact details will only be shared with your mentee once you have both agreed to the match. If you are alumni of the University, then confirmation that you have entered onto the Career Mentoring Programme may be shared with the Alumni Relations team to update against your alumni record.

We only share personal information if:

- Legally required to do so;
- We believe it necessary to protect or defend our rights, property or personal safety of our staff, volunteers or visitors to our campuses or websites;

We do not sell your personal data to third parties under any circumstances.

YOUR RIGHTS

Under the GDPR, your rights include:

- The right to have inaccurate personal data rectified or erased;
- The right to prevent your data being used for direct marketing;
- The right to access a copy of the information we hold about you (known as a Subject Access Request).

If you wish to exercise any of these rights please contact the Data Protection Officer by emailing dpo@essex.ac.uk

For more information regarding your rights under the GDPR, please visit the website of the Information Commissioner's Office www.ico.org.uk.

For further information on our Data Protection Policy:

https://www1.essex.ac.uk/records_management/documents/data-protection-policy.pdf
https://www1.essex.ac.uk/careers/about_us/privacy_notice.aspx