## My Jobs Online Privacy Notice

#### About us

This Privacy Notice explains the nature of the personal information that the University and the Henley Business School processes for the purposes of the provision of My Jobs Online (MJO) services.

Personal data within My Jobs Online is manged by the University Careers Service.

The University 3ymhe 3v) The University of Reading,

Information Management & Policy Services, Whiteknights House House Road, Whiteknights,

Reading, RG6 6UR, UK. Tel: +44 (0) 118 378 8981.

Thisnotice explains what personal information We collect, hold and share in support of these purposes and your rights in respect of the data We hold about you.

Your privacy is important to Us, so if there is anything in this privacy notice that is unclear or you

- Advertise job, training and development opportunities

- To managerganisation profiles and maintain records of users including employers
- To manage skills assessments and personal reflection
- To maintain records of past and current appointments and contact details within the Careers

team

We also obtain personal data from our student database (RISIS) at the point of enrolment for the

#### Retention o f y our d ata

Application and recruitment data and any supporting documentation you provide Us for managing your MJO relationship is retained in line with our record retention schedule. We will store your contact details beyort**d** is point if you have opted in to receive further communications about the services We offer and until the point that you unsubscribe from those communications. We may store contact details beyond this for the purposes of meeting our obligations under the Graduate Outcomes scheme.

In some circumstances We may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes in which case We may use this information indefinitely without further notice to you.

#### How w e protect y our d ata

Your personal information is stored securely within the University and our staff are trained about the secure handling of personal information. We may also use third party providers to deliver our servicessuch as externally hosted software or cloud providers. Were we do this, We have measures and terms in place with those providers to ensure that they also protect your data. My Jobs Online (MJO) is a managed by a software package called TARGET condedtbyrovi Group GTI (our data processor) which supplies the system to a number of universities in the UK and Ireland. Were you are applying for a role with an employer based outside the EU it will be necessary to transfer your personal data to countries **theat**e different data protection laws to our own that may not offer the same level of protections.

### Communicating with y ou

Your contact details, including your email(s) and telephone number will also be used to provide further details, reminders and notifi**tians** regarding any activity booked through the Careers

Centre, to promote Careers Service offerings and relevant opportunities, and to request feedback on our services and activities.

You remain in full control of your information and can adjust your **epraf**erences by logging into your user profile at any time.

# Keeping y our information up t o date

The accuracy of your information is important to us. You can update your information, including your address and contact details, at any time. You can viewd#ha held by the Careers Centre at any time by logging into your account and selecting 'my profile' from the menu.

#### Your rights

Under data protection law you have the right to:

- Withdraw your consent where that is the legal basis of our processing
- · Access your personal data that We process
- Rectify inaccuracies in personal data that We hold about you
- Be erased, that is your details to be removed from systems that We use to process your

#### personal data

- Restrict the processing in certain ways
- Obtain a copy of your data in a commonly used electronic form; and
- · Object to certain processing of your personal data by us

Please see the ICO website for further information on the above rights:

https://ico.org.uk/for-organisations/guide-tethe-generaldata-protection-regulationgdpr/individual rights/

If you would like to exercise your rights, or have any concerns regarding how Wearadled

your personal information please contact our Data Protection Office at imps@reading.ac.uk

Sepithe rights afalaአG, A Ö \*) Ä%R(^...òráv FÁ ^ aPn A vP?\$ Š& A Q Ö, àj)% à À6, 'p Þ Â Ó0e at aathe ouae

happy to answer any queries you may have cerning this privacy notice or the way in which We process your personal data.

Complaints can be referred to the Information Commissioners Office, the independent body who oversee Data Protection compliance in the UK.

Contact:https://ico.org.uk/make-acomplaint/

### Changes to this notice

We keep our privacy notice under regular review to ensure best practice and compliance with the law. This privacy notice was last updated on 922022

We may change this privacy ince from time to time. If We make significant changes in the way