

## Privacy Notice for The Employability Service - Employers

<p><b>Who are we?</b> The Employability Service (including the Employment Bureau) is part of Anglia Ruskin University (ARU) Higher Education Corporation.</p> <p><b>For what purpose do we use your data?</b> The information we obtain from you is for the purposes detailed below and is used to maximise the support that we provide.</p> <p>Job opportunities including but not limited to graduate, work experience, placements and temporary assignments.</p> <p>Supporting events on campus such as, but not limited to, job fairs, guest lectures, mock interviews, employer forums etc.</p> <p>Off campus visits to provide opportunities for students (groups or individuals) to visit company premises or work sites to gain valuable insights into the work environment.</p> <p>Requesting feedback and insight into the service we provide employers through the use of surveys and other information gathering mechanisms in order to improve and develop the range of services we offer.</p> <p>We will only contact you if you have agreed that we can (sometimes referred to as an “opt in”).</p> <p>We take your privacy seriously and will keep your personal information private and secure. We will not share your information with other organisations outside of Anglia Ruskin University and its subsidiaries.</p> <p><b>What is the legal justification?</b> You freely provide us with your agreement. If you don’t provide your agreement we cannot contact you and offer support. The legal basis for processing your personal data is for processing that is in support of the legitimate interests of the Employability Service provided by ARU.</p>	<p><b>What information do we collect about you?</b> Your name, contact details and details of the support provided.</p> <p><b>To whom do we disclose your information?</b> Sources of information will include you. The data is disclosed to ARU staff with a need to know.</p> <p><b>How long do we keep your information?</b> Company records and the majority of your personal data are retained for the duration of our relationship with the Company or until you ask us to remove your details whichever comes sooner. For further information please see the University Retention of Records</p> <p><b>How do we secure your information?</b> The University is committed to holding your data securely and uses information security best practice to transmit personal data. Data is held in accordance with the University’s Information Security Guidelines.</p> <p><b>Contact details of the service</b> – If you need to contact us, change information or choose to opt out please email <a href="mailto:employability@anglia.ac.uk">employability@anglia.ac.uk</a>, or call 01245 68 6700</p> <p><b>ARU Data Protection Officer:</b> can be contacted at: <a href="mailto:dpo@anglia.ac.uk">dpo@anglia.ac.uk</a></p> <p><b>Your rights</b> – You have the following rights for your personal data: to withdraw consent at any time; to lodge a complaint with the Information Commissioner’s Office Helpline 0303 123 1113 or <a href="http://www.ico.org.uk">www.ico.org.uk</a> ; request a copy of your data from us; to request us to cease processing if you suffer damage or distress; to correct the data; to request us to erase your data; to restrict our data processing activities; request us to stop any direct marketing activities to you.</p> <p><b>Further information</b> on how your student personal data is used can be obtained from <a href="https://www.anglia.ac.uk/privacy-and-cookies">https://www.anglia.ac.uk/privacy-and-cookies</a></p>
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