



University of the
West of England

Student Services Department Data Privacy Statement for Personal and Personal Sensitive Data (Employability)

Scope

This statement applies to services given to students and other clients, by us, the University of the West of England, Student Services Department for the purpose of giving you information, advice, career mentoring, guidance and coaching services relating to Employability – including career planning, further study, work experience, placements, internships, jobs, volunteering, global opportunities.

Personal information

We will process the personal and personal sensitive information that you have given to us, in line with [UWE's Data Protection Policy](#). We will hold your data securely in accordance with the terms and conditions of the 1998 Data Protection Act and not make it available to any third party unless permitted or required to do so by law. The University's Data Controller is the **Assistant Vice-Chancellor, Finance and Commercial Developments**.

Use and Sharing

We shall seek your consent and only use your personal and personal sensitive data for the purposes of:

- Giving you information, advice, career mentoring, guidance and coaching services relating to Employability – including career planning, further study, work experience, placements, internships, jobs, volunteering, global opportunities
- Responding to any complaints you make about our services.
- Monitoring, evaluating, auditing and developing our services - in these cases data will be anonymised.

Your personal and personal sensitive information may include that given to us by third parties. e.g. assessment centres, your doctor, faith communities.

We will only share relevant items of your information with appropriately trained UWE staff and organisations outside UWE, where it is necessary to fulfil these purposes and in line with professional ethical guidelines.

Otherwise we will only share personal and personal sensitive information about you if we have your permission or if:

- it is required by law,
- we have reasonable belief that you have breached the University's regulations or policies
- there is a serious risk of harm to yourself or to others

We will keep your data for up to six years after the end of the academic year in which you last used our services, after which it will be confidentially destroyed.

Choices

- You may gain access to personal and personal sensitive information we hold about you by completing the [Data Protection Subject Access Request Form](#).
- You can ask us to correct any errors in the information we have about you.
- You may opt out of any further contact with us.

How to Contact us

Student Services , University of the West of England, Frenchay Campus, Coldharbour Lane, Bristol BS16 1QY.

Telephone: +44 (0)117 32 85678 Minicom: +44 (0)117 32 83644 E-mail: infopoint@uwe.ac.uk

Employability



I understand that my personal and personal sensitive data will be processed as described in the [Student Services Data Privacy Statement \(employability\)](#) document above.

Name (Print): _____

Student no: _____

(UWE students only):

Signature: _____

Date: _____

All personal data is processed in accordance with the Data Protection Act 1998. The University's Data Controller is the Assistant Vice-Chancellor: Finance and Commercial Development.