

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 managed by the University Careers Service.

The University of Reading,
Information Management & Policy Services, Whiteknights House, Whiteknights,
Reading, RG6 6UR, UK. Tel: +44 (0) 118 378 8981.

This notice 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 manage organisation 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 of your data

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 beyond this 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 we protect your data

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 services such as externally hosted software or cloud providers. Where 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 managed by a software package called TARGET provided by Group GTI (our data processor) which supplies the system to a number of universities in the UK and Ireland. Where you are applying for a role with an employer based outside the EU it will be necessary to transfer your personal data to countries that have different data protection laws to our own that may not offer the same level of protections.

Communicating with you

Your contact details, including your email(s) and telephone number will also be used to provide further details, reminders and notifications 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 preferences by logging into your user profile at any time.

Keeping your information up to 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 view the data 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-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you would like to exercise your rights, or have any concerns regarding how We handle your personal information please contact our Data Protection Office at imps@reading.ac.uk

Some rights apply to all data, while others only apply to personal data. For more information on the rights you have, please see the ICO website.

happy to answer any queries you may have concerning 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-a-complaint/>

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 19/10/22

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