Careers Registration Questions Data privacy notice 2024

This Privacy Notice covers the Careers Registration Questions students complete during their academic registration process. It can be read alongside the general University of London Privacy Notice and the University of London Student Privacy Notice (July 2023 Update).

What are the Careers Registration Questions and how are we collecting data?

During the annual registration process when a UoL (University of London) student registers, or re-registers, on their academic programme at the University of London, the students are given the optional opportunity to answer questions relating to their career development. The questions are known as Careers Registration Questions.

The University of London stores the data relating to the Careers Registration questions and the results are analysed and reviewed by the University of London Careers Service.

What data is collected for these questions? How and why does the University need to do this?

The Careers Registration Questions provide the University of London with a range of data in relation to the career paths and career development.

These questions are used by the University of London to help us evaluate and understand the careers and employability needs of our students. We use the data from the Careers Registration survey

questions to inform the work of the University of London Careers Service. Responses to the Careers Registration Survey questions help us to improve and develop the provision and delivery of the University of London Careers Service going forward.

The University requires this data to understand the career development needs of current students and to inform the activities of the University of London Careers Service.

The data collected from these questions may also be used in pieces of original published research shared with audiences external to the University of London, exploring trends in careers registration data. The data will be anonymised.

For both internal analysis and external original research, we may group responses to the questions based on the following data:

- Programme of study
- Career Stage (Career Starter, Career Developer, or Career Changer)
- Mode of study (e.g. independent learner or student at teaching centre; name of teaching centre)
- Domicile and nationality
- Stage of study (e.g. programme start date, number of modules completed)
- Equality characteristics (e.g. disability status)
- Academic progression
- Level of study (e.g. undergraduate or postgraduate)
- Gender
- Age group (e.g. 18-25, 26-35, 36-45, 46-64, 65+)

Data quality will be ensured via the following processes:

- Survey populations for the Careers Registration Questions will be verified the University of London

- Standardised question types for Careers Registration Questions will be used and most responses will be via selecting an option.

For full details on Data protection please refer to the University of London Student Privacy Notice (July 2023 Update) A legitimate interest assessment has been carried out.

Your rights as a data subject

You have a number of rights in regard to your data submitted in response to the questions. Some of these are available for a limited time as once the questions have been completed and reports written based on those responses it will be difficult for the University to remove or adjust the data. There are also some exemptions in data protection law which allow the University to refuse rights requests if the data is used for research purposes, subject to the safeguards we are putting in place (described above).

Data retention

The Careers Registration Question responses data will be retained by the University of London Careers Service for a period of 10 years to support longitudinal analysis of careers development needs and strategic planning.

Data will be absorbed into our Careers Service in line with the University of London Privacy Statement and the University of London Student Privacy Notice (July 2023 Update).

Who to contact

For questions about the Careers Registration Questions please contact careers@london.ac.uk

For general data protection questions please contact the University of London's data protection officer at data.protection@london.ac.uk

Right of access by the data subject: students may request a copy of their Careers Registration Question responses through the designated email address (careers@london.ac.uk) within one month of the Careers Registration question completion.

Right to Rectification: Students may request to correct their data for the Careers Registration Question responses through the designated email address (careers@london.ac.uk) within one month of the Careers Registration question completion.

Right to erasure ('right to be forgotten'): Students can ask the University to remove information held about them for the Careers Registration Question responses through the designated email address (careers@london.ac.uk) within one month of the Careers Registration question completion.

Right to restrict processing: students may ask us to withdraw their data from Careers Registration Question responses analysis through the designated email address (careers@london.ac.uk) within one month of the survey closure date. Careers Registration question completion.

Right to object to automated decision making: the University will not make any decisions about individuals based on whether they complete the Careers Registration Question responses or how the respond to any of the questions.

For more information, please visit the University's data protection policy pages.