MyCareer Privacy Notice

1. Purpose of this notice

1.1. This notice tells you how the University of Leeds and Gti Media Ltd will collect and process your personal data when you access mycareer.leeds.ac.uk.

2. Automated collection of personal information

2.1. As with most other web servers, when you access these web pages certain information you provide will automatically be recorded by the University. This will include your IP address, browser type, and information relating to the page you last visited. This information is processed to estimate how much usage of the server is made by different categories of users and in the event of a breach of security may be used to aid detection.

3. Non-automated collection

3.1. Where you are required under this website to provide personal data the uses of this data will be indicated at the point of collection

4. Third-party access

4.1. mycareer.leeds.ac.uk is a web-based solution for opportunities, organisations, events and appointments provided by Gti Media Ltd under the product name TargetConnect.

4.2. Any data provided by the University of Leeds to Gti Media Ltd together with any information you provide in accessing and using the website will be stored and processed, by Gti Media Ltd in accordance with a data processing agreement.

4.3. Your personal data will be held on Gti Media Ltd's secure servers located in their datacentre in the UK. These servers are managed by Gti Media Ltd and built to comply with the best practice in internet security.

4.4. Gti Media Ltd will not pass your details to any third party, except the below list where an agree contract exists:

4.4.1. Maxemail will temporarily receive details of any service user who opts in to daily or weekly alerts, to deliver the alerts requested. These details include name, email address, graduating year, marketing preferences, sector interest preferences, opportunity interest type preferences. Should you wish for this data to be deleted from Maxemails servers, simply opting out of these alerts in your profile will result in all information being cleansed within 30 days.

4.5. The University of Leeds will also use this system to manage applications to placements and internships and will pass these application details onto employers in accordance with you submitting an application.

5. Third party websites

5.1. mycareer.leeds.ac.uk contains links to third party websites as part of their opportunity advertisement. If you follow a link to any of these websites, please note that they have their own terms of use and privacy conditions. The University of Leeds does not accept any responsibility or liability for these policies, or the accuracy of information contained on these third party websites.

6. Cookies

6.1. The website mycareer.leeds.ac.uk uses cookies to make the user experience as fast and convenient as possible. You have the ability to accept or decline these cookies by modifying the settings in your browser.

6.2. Our website mycareer.leeds.ac.uk uses first party cookies which are set by our web server as opposed to a different web server. They are categorised as strictly necessary, which are essential to the operation of the website, and performance cookies which collect anonymous information about the usage of our website. By using our website, you agree that we can place these types of cookies on your device.

6.3. We do not use cookies to collect personal information about you. Should you wish to restrict or block cookies which are set by our website you can do this through your browser settings. The 'help' function within your browser or the manual that comes with your device should tell

you how. You may also wish to visit www.aboutcookies.org which contains comprehensive information on how you can do this on a wide variety of browsers. Please be aware that restricting cookies may impact on the functionality of our website.

6.4. The table below explains the cookies we use and why:

Cookie	Name	Purpose	Further information
Google Analytics	__utma __utmb __utmc __utmv __utmz	These cookies are used to collect information about how visitors use our site. We use the information to compile reports and to help us improve the site. The cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from and the pages they visited.	Google privacy policy Google analytics Google analytics terms of service

7. University Code of Practice

7.1. The University's Data Protection Code of Practice also applies to the use of personal data under this website. The Code can be accessed at https://dataprotection.leeds.ac.uk/data-protection-code-of-practice/

8. Changes to this notice

8.1. This notice and therefore the ways in which your data may be processed can be changed from time to time. Any changes will only be notified via this web page.

9. Further information and Contact

9.1. If you have any queries relating to the privacy notice or the way your data is being processed through this website, please contact the Data Protection Office (dpo@leeds.ac.uk).

9.2. If you have questions about the website, please contact the Careers Centre (CareersCentre@leeds.ac.uk) who are responsible for it.

9.2.1. If you feel dissatisfied with the response given, then please contact the University's webmaster (webmaster@leeds.ac.uk).