

PRIVACY POLICY FOR UNIVERSITY MEMBERS

HOW WE USE YOUR PERSONAL INFORMATION

General

This policy explains what information we gather when you visit the Careers Service website and use our services. We also explain how that information is used.

The Careers Service takes your privacy seriously, but it is important for you to appreciate that the site provides extensive links to other independent sites, both within the University and elsewhere. This policy applies only to direct accesses to the Careers Service website - URLs starting <https://www.careers.cam.ac.uk/>. You will need to consult the appropriate information on other sites for information on their policies.

Any changes to this privacy policy will be posted to this page. It was last updated on 19 January 2021.

Data Collected

If you have a discussion with a Careers Adviser notes of the interview will be taken, use of these is limited to Careers Service staff who have a legitimate interest in them for the purpose of carrying out their contractual duties.

Our use of your information

We will hold any interview notes, and a minimal amount of personal information, for 5 years after you complete your course or contract at Cambridge.

Logged information about page requests is used for system administration, for bug tracking, and for producing usage statistics. The logged information may be kept indefinitely.

Relevant subsets of this data may be passed to computer security teams as part of investigations of computer misuse involving this site or other computing equipment in the University.

Data may incidentally be included in information passed to contractors and computer maintenance organisations working for the University, in which case it will be covered by appropriate non-disclosure agreements.

Summary statistics are extracted from this data and some of these may be made publicly available, but those that are do not include information from which individuals could be identified.

[You should appreciate that a log is a record of what a server sees, not necessarily what was initially sent. If a request is sent via a proxy the log file will show the proxy's address. If someone has forged your address the log file will show your address]

Otherwise the logged information is not passed to any third party, except if required by law.

Your ability to make changes

You may request deletion of your personal data at any time by emailing the [webmaster](#).

Use of computers at the Careers Service

Those using computers provided by the Careers Service are expected to abide by the [Rules](#) of the Information Strategy and Services Syndicate.

Your personal data and the University

Read more about how the University uses your personal information on the [University Information Compliance](#) site. When you visit any of the websites within the University of Cambridge domain we hold certain information about you for service and security reasons. For more information on this, please see <http://www.cam.ac.uk/about-this-site/privacy-policy>.

Using Alumni Careers Connect

Alumni Careers Connect is an online service provided free of charge for University of Cambridge alumni and current students. All potential users will be verified with their email address during the registration process before being granted full access to the site. The University of Cambridge reserves the right to refuse access to anyone who misuses the site in any way.

This service is operated under contract by Aluminati Network Group Ltd. (Aluminati) acting under instruction as our Data Processor under the Data Protection Act 1998. Aluminati will process personal data strictly for the purposes of operating this service.

Aluminati is registered with the Information Commissioner under membership number Z8393842.

University of Cambridge Careers Service
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