



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

Use of Data statement: Students

Using MyCareer: how your personal information will be used

MyCareer is a system that enables students to sign up for a range of career development services offered by the Careers Service. The system allows you to:

- book one-to-one appointments with a careers consultant;
- reserve a place at a careers event, e.g. networking workshop;
- browse the latest job, internship and further study opportunities notified to the Service
- setup a personalised dashboard for receiving notifications and communications from the Service

How is MyCareer managed?

Behind the service is TARGETConnect, an online system provided and hosted by [Group GTI](#). The Careers Service uses the system to manage appointments, events, the administration of job vacancy and postgraduate course and funding submissions and employer-client relations. The Careers Service, 7-9 South Leinster Street, Trinity College Dublin, Dublin 2, Ireland is the data controller. The College Data Protection Officer is contactable at dataprotection@tcd.ie.

Group GTI acts as the College's data processor and only has access to the system to investigate support issues (a use of data statement from Group GTI is included at the end of this document). The College retains overall responsibility for all data within the student database, and Careers Service staff manage the system on a day-to-day basis by updating the appointments and events calendars, approving registration of organisations who wish to collaborate with us and managing the opportunities submitted to the Service.

The College's contract with Group GTI explicitly defines the security levels that are in place to prevent unauthorised access; it also makes explicit mention that confidential information will not be made available to any third party, and that personal data is processed only within the terms of the contract agreed with the College. Data is processed to deliver a tailored careers service to users.

What personal information do students provide for MyCareer?

In order for MyCareer to work properly, some personal data needs to be input into the system. This is necessary because MyCareer is only accessible to Trinity students and graduates so the system needs to be able to recognise you as an authentic user. Once you have been recognised as an authentic user, the system allows you to book careers appointments and sign up for events.

The transfer of a CSV data file to Group GTI, UK, is done via a secure encrypted, daily feed from SITS, the College's corporate student record system. There is no third country involvement. The data includes

details such as your student number, name, year of study and course as well as contact information such as your email and telephone number.

The transfer of your personal data in this secure manner allows you the appropriate level of access to MyCareer.

Accessing MyCareer

You can access the system using your College account login - you will be prompted to set your profile preferences and to confirm that you have read, and agree to, the Use of Data statement the first time you login. Your personal preferences help you get the best out of the system, as you can choose the types of jobs and career areas that interest you and receive email alerts when new job vacancies, postgraduate courses and funding are added which match your profile. MyCareer also enables you to sign up for updates from the Careers Service. You remain in full control of your information and can adjust your preferences as often as you like. You can also, if you prefer, completely opt out of receiving any updates from the Service.

Only Careers Service staff can view your profile and activities. The information you provide is retained confidentially within the Service for the duration of your studies plus three years.

Accessing your personal data

You can access your personal data and activity with the Careers Advisory Service or MyCareer by submitting a query via MyCareer or emailing careers@tcd.ie

How you can help us improve MyCareer

We canvas your opinions through regular on campus surveys and through a special survey following graduation. We use this information in reporting to Council and to Board and as part of our annual planning process to improve the services that we provide and to ensure that we conform to institutional and AGCAS (Association of Graduate Careers Advisory Services) quality standards.

If at any stage you are not happy with the quality of our services please contact the Director, Orla Bannon (director.careers@tcd.ie or telephone 01-8962556). There is also a [formal complaints procedure](#) in place.

How is gradireland.com involved in MyCareer?

Although both Gradireland.com and TARGETConnect (branded as MyCareer at Trinity) are provided by the same company (Group GTI) they are separate products. The only connection is that there is an option for you to register for gradireland.com when you set up your profile on the MyCareer system. Gradireland.com is a careers information provider that we recommend to students; however it is primarily a commercial venture so it is likely that you will receive regular careers information and advertiser updates from Group GTI and its associated businesses if you register for gradireland.com.

Remember, if you want to register for gradireland.com you have to opt in to do so, there is no obligation to register with the website- it's entirely your choice.

The full Terms and Conditions for the gradireland.com service offered by GTI are available at <http://gtimedia.co.uk/terms/students>

What about opportunities advertised on MyCareer - are these vetted?

The Careers Service undertakes some basic checks to try to establish that organisations registering with us are legitimate and offering genuine opportunities for our students and graduates. Checks carried out include checking that organisations are registered on the Companies Registration Office (www.cro.ie) website, ensuring that they use full business domain names for email (for example, not Gmail or Windows Live email addresses), and stipulating that organisations placing opportunities with us must accept our [advertising terms and conditions](#) before publishing their opportunities.

Please note that essentially it is your responsibility to ensure that organisations with which you interact respect your personal information and rights to privacy. Please take the time to research the organisations and opportunities you see advertised on MyCareer before contacting them. Be vigilant when giving your personal and bank account details. It would be most irregular for a recruiter to request your bank details.

The Careers Service, Trinity College Dublin accepts no responsibility for the manner in which participating organisations will use your information, however if you feel that an organisation is not meeting its obligations as stated in our terms and conditions - either in the advertisement itself or in any dealings you have with them - please inform us as soon as possible by emailing careers@tcd.ie or calling us on +353.1.896.1721.

Full Group GTI Data Statement

GTI provides TARGETConnect (branded MyCareer for Trinity College Dublin), an appointment, opportunity, employer, student, graduate and event management system for higher education institution careers services. It is a web-based centrally hosted system provided for careers services. The Data are stored in a secure datacentre and are not shared with any other system unless with explicit agreement by the Institution and the user.

June 2018