



## Use of Data statement: Employers

### Using MyCareer: how your personal information will be used

MyCareer is a system that enables organisations to sign up for a range of careers-related services offered by the Trinity Careers Service. The system allows you to:

- Create an employer profile including a full description of your organisation.
- Post jobs and opportunities directly. (See our [Terms & Conditions](#))
- Extend or re-issue expired jobs and opportunities.
- Search events and book places at Trinity Careers Fairs.
- Submit your queries to the CAS team.

### How is MyCareer managed?

Behind the service is TARGETConnect, an online system provided and hosted by [Group GTI](https://groupgti.com/) <https://groupgti.com/>. The Trinity Careers Service uses the system to administer job opportunities, postgraduate courses and funding submissions and manage employer-client relations, appointments and events.

Group GTI acts as the 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 Careers Service, 7-9 South Leinster Street, Trinity College Dublin, Dublin 2, Ireland, is the data controller. The Trinity Data Protection Officer is contactable at [dataprotection@tcd.ie](mailto:dataprotection@tcd.ie).

The Careers Service staff manage the system on a day-to-day basis by approving registration of organisations who wish to collaborate with us and managing the opportunities submitted to the Service as well as updating the appointments and events calendars.

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.

### What personal information do employers provide for MyCareer?

In order to access MyCareer you need to register for an account for your organisation on the system. To register you need to include your name, email address, work phone number, a username and password.

Your organisation profile and any current opportunities and events will be visible to all users, including your organisation description, address, logo and website. Personal information is only visible to Careers Service staff (as data controller) for the management of the system and our activities and to Group GTI (as data processor) for the purposes of support issues as raised by Trinity.

The Careers Service will not share user account details for other purposes with other Trinity departments or external parties, unless we have your express permission.

By registering with MyCareer, you give the Careers Service the permission to use your contact information for the purposes of communicating with you about events and/or activities you have booked with us, or to promote opportunities we feel may be of interest to you and/or your organisation (e.g. careers events).

## **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](http://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.

## **Accessing MyCareer**

Your organisation can access MyCareer using the username and password provided at the time of registration.

You will be prompted to complete your organisation profile the first time you login.

You remain in full control of your information and can adjust your organisation profile as often as you like. You can also, if you prefer, opt out of receiving any updates from the Service. Data will be stored securely on your MyCareer organisation profile.

## **Accessing your personal data**

You can view the data held by the Trinity Careers Service for your organisation at any time by logging into your account and selecting 'profile' from the menu.

Further requests for data can be made by submitting a query via MyCareer or emailing [careers@tcd.ie](mailto:careers@tcd.ie)

## **How you can help us improve MyCareer**

We canvas your opinions through employer surveys. We use this information to inform our future service delivery, 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](mailto:director.careers@tcd.ie) or telephone 01-8962556). There is also a [formal complaints procedure](#) in place.

## **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.

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