



Use of Data Statement

Using MyCareer: how your personal information will be used

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 users 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, graduates and staff so the system needs to be able to recognise you as an authentic user. 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: 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. 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.

Note: For Trinity graduates from 2015 onwards, at the registration stage, the system has the capacity to recognise you as a former Trinity student and to merge your old student record with your new graduate

profile. For graduates from before 2015 you need to register for an account giving as many details as possible so we can identify you as a legitimate Trinity graduate.

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 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 users 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.

