

## Job Alert form Privacy Notice

You have provided us with your Personal Data in order for us to provide you with notification of our vacancies. In doing so, we will only use this data for the purposes of communicating our vacancies to you, or notifying you of potential changes to the process of alerting you to our vacancies. We will not share your Personal Data with any third party companies for processing, and only relevant staff involved in the process of administering the job alert email notifications will access your personal information.

The information you have provided will be added to our secure CRM database, and in addition to sending you email notifications of our vacancies, may be used for internal reporting purposes, to allow us to remove users who may no longer wish to be subscribed, or remove users who have an in-valid email address. The CRM system will auto generate any email information we send to you (in the future) based on the information you have provided us with.

The information we collect from you is minimal, and only required for the purpose of us communicating with you about our vacancies. The information we request from you is:

- Email Address
- Forename
- Surname
- U Number (staff Number if you are an employee)

And we also process the below information from when we communicate with you:

- Date you subscribed
- Date of the last bulletin you received

If you consent to us contacting you for the purpose outlined above, please subscribe to our job alerts service, available on our website.

We will hold your Personal Information until you unsubscribe from this service, or if you provide a University email address, and subsequently leave the University, at which time we will remove you from the subscriber list. You have the right to withdraw your consent and have your Personal Information removed from our systems at any time. If you apply for a vacancy at the University, and want to know how your personal Information is used as part of the recruitment process, you may also want to read our applicant privacy notice, which is also on our website. For further details of other rights, please read our General Privacy Notice on our website.