TU Dublin CareersConnect - Use of Data - Students:

Using Careers Connect: How your personal information will be used:

TU Dublin CareersConnect is a service that enables students to sign up for a range of career development supports offered by the Careers Development Centre. The service allows you to:

- book one-to-one career coaching with a Career Coach;
- reserve a place at a careers event, e.g. workshops; Careers Fairs, employer presentations;
- browse the latest job, internships and scholarship and funding opportunities notified to the Centre;
- setup a personalised dashboard for receiving notifications and communications from the Centre.
- Submit a careers query

How is CareersConnect Managed

Behind the service is TARGETConnect, an online system provided and hosted by Group GTI. The Career Development Centre in TU Dublin usesthesystem to manage appointments, events, the administration of job vacancy and scholarship and funding submissions and employer-client relations. TU Dublin is the data controller.

Group GTI acts as the University'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 University retains overall responsibility for all data within the student database, and Careers Development Centre staff manage the system on a day-to-day basis by updating the appointments, queries and events calendars, approving registration of organisations who wish to collaborate with us, approving registration of recent graduates who wish to access the system and managing the opportunities submitted to the Centre.

TheUniversity'scontract withGroupGTIexplicitly definesthesecuritylevelsthat areinplacetoprevent 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 University. Data is processed to deliver a tailored Career Development Centre to users.

What personal information do students provide to CareersConnect

In order for CareersConnect to work properly, some personal data needs to be input into the system. This is necessary because CareersConnect is only accessible to TU Dublin students and recent graduates, so the system needs to be able to recognise you as an authentic user. This automatically happens at the time of your registration for TU Dublin and enables the system 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 signup for events.

The transfer of a data file to Group GTI, UK, is done via a secure encrypted, daily feed from Banner, the University's corporate student record system. 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 CareersConnect.

Accessing CareersConnect

You can access the system using your TU DUBLIN account login. Your personal preferences help you to 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, internships, scholarships and funding are added which match your profile. CareersConnect also enables you to sign up for updates from the Career Development Centre. 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 Centre.

Only Career Development Centre staff can view your profile and activities. The information you provide is retained confidentially within the Centre for the duration of your studies.

Accessing your Personal Data

You can access your personal data and activity with the Career Development Centre or CareersConnect by submitting a query via CareersConnect or by emailing careers.city@TUDublin.ie

How you can help us improve CareersConnect

We canvas your opinions through on campus surveys which are optional. We use this anonymised information in reporting to Senior Management, 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 Head of the Career Development Centre, City, David Kilmartin dave.kilmartin@tudublin.ie

How is gradireland.com involved in CareersConnect?

Although both Gradireland.com and TargetConnect (branded as CareersConnect at TU DUBLIN) are provided by the same company (Group GTI) they are separate products. The only connection is that there is an option for you, if you wish, to register for gradireland.com when you set up your profile on the CareersConnect system. Gradireland.com is a careers information provider that we recommend to students; should you choose to sign up 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 here.

What about opportunities advertised on CareersConnect – are these vetted

The Career Development Centre undertakes some basic checks to try to establish that organisations registering with us are legitimate and offering genuine opportunities for our students and graduates. At times, checks carried out include checking that organisations are registered on the Companies Registration Office (www.cro.ie) website, 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 CareersConnect before contacting them. It would be most irregular fora recruiter to request your bank details.

TU Dublin Career Development Centre access 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 us at careers.city@tudublin.ie

Full Group GTI Data Statement
GTI provides TARGETCONNECT (Branded CareersConnect in TU Dublin), an appointment, opportunity, employer, student, graduate and event management system for Higher Education Institution Career Development Centres. It is a cloud hosted system provided for Career Development Centres. The data is stored in a secure datacentre

For any queries on this statement, please contact careers.city@tudublin.ie