

Birkbeck, University of London

Birkbeck exists to provide life changing educational opportunities for its students and undertake cutting-edge research for the public good. In order to carry out this mission, it is necessary to process personal data.

We take our responsibilities to process your data transparently, fairly, lawfully, safely and securely very seriously. This document is part of our efforts to keep you informed about how we treat your data.

PRIVACY NOTICE

For the purpose of providing access to Birkbeck Futures – Careers, Enterprise and Talent services via Handshake and Abintegro (3rd party online careers support services)

About Birkbeck

Birkbeck College (also known as Birkbeck, University of London) is the data controller for all of the personal data that it holds and processes and is subject to the General Data Protection Regulations (GDPR). Birkbeck is registered with the Information Commissioners Office (ICO) registration number Z718111X

- Address: Birkbeck College, Malet St, Bloomsbury, London, WC1E 7HX
- Birkbeck's Data Protection Officer can be contacted by emailing dpo@bbk.ac.uk

If you have any queries about how we use your data, or wish to exercise your rights with regard to your data including, making a subject access request, please contact dpo@bbk.ac.uk

About Birkbeck Futures- Careers, Enterprise & Talent

Birkbeck Futures is your career partner during your time at Birkbeck and beyond. At every stage of your career journey, we empower you to take ownership of your future, helping you to make the connection between your experience, education, and future ambitions.

Careers supports your career development through dedicated skills sessions, bespoke programmes, employer-led workshops, coaching, online resources and more.

Enterprise is dedicated to supporting those with a business idea that they want to turn into a reality, as well as helping students with existing ventures to reach the next stage of their business journey.

Talent connects you with exciting opportunities with a range of employers. From internships and placements to part-time and full-time roles, you can find your first job, secure a role in your new career path, and gain valuable experience to enhance your future.

About Handshake

Handshake is the industry leading early career network and career management platform connecting over 900 universities, 500k employers and 17M students. Their mission is to democratise opportunity www.joinhandshake.co.uk/

By partnering with Handshake, Birkbeck provides students and alumni with a range of services contained in one, easy to access, platform, to help you achieve career success.

Services include:

- Easy access to Birkbeck's annual Careers Fair, employer-led sessions and workshops
- Appointment booking with Birkbeck Futures careers professionals for one to one support
- An Applicant Tracking System so that you can easily apply for, and track applications for, roles through our Talent service.
- Delivering job opportunities and communications from potential employers by email in accordance with your account settings and communication preferences
- An app based option to access services
- The ability to create your own profile in the platform

About Abintegro

Abintegro is an online, UK based, careers and employability solution that gives you 24/7 access to tools and resources that help you from making decision about your career, building skills for the workplace and securing your job.

You will have access to industry reports, AI driven CV support and Interview support, employer advice, elearning, jobs, local intel on career possibilities in your area, and lots more via the interactive platform.

About Birkbeck's approach to personal data processing

In common with all universities, Birkbeck processes the personal data of many individuals in order to carry out its mission.

You will find a complete set of information describing our data processing activities, our data privacy policy, relevant privacy notices, information about the rights of individuals whose data we process and how to exercise these rights on our website at www.bbk.ac.uk/privacy.

Birkbeck has many different types of relationship with many different groups of people, and some people have more than one relationship with Birkbeck (for example one person may be both a student and member of staff). It is not possible to provide one single privacy notice that accurately describes all these processing activities. Therefore separate notices are provided that describe each processing activity. It should be noted that more than one privacy notice may apply to the processing of your personal data for different purposes. This should be made clear to you at the point where your personal data is collected. It should also be clearly described within the privacy notice itself. All our privacy notices are available at www.bbk.ac.uk/privacy and if you are in any doubt please contact dpo@bbk.ac.uk.

About our privacy notices

Our privacy notices explain how Birkbeck collects, uses and shares personal data and your rights in relation to the data that we hold about you. It includes information about how personal data is used, and the nature of any processing by other data processors or controllers.

The processing purpose covered by this notice

This privacy notice applies to Birkbeck's processing of personal data for the purpose of providing Birkbeck students with access to Handshake and Abintegro.

What data we collect

For this purpose, Birkbeck may obtain, hold and process the following personal data:

- **Personal details** - name, student ID, email address.
- **Limited enrolment details** – e.g. subject area, programme, level, year of study, department of enrolment.

Where we collect it from

- **Your personal details and limited enrolment details** will be collected from your student records.

How we use the data

Birkbeck will process your personal data for this purpose in the following ways:

- On the basis of legitimate interest (see lawful bases below), Birkbeck will provide you with access to Handshake and Abintegro, authenticated using your Birkbeck user account credentials, via single-sign-on from My Birkbeck.
- Each time you access the Handshake and Abintegro services Birkbeck will pass a limited set of your personal details and enrolment details to Handshake and Abintegro in order for Handshake and Abintegro to create or update your account with them.
 - This will include (implicitly) confirmation that you are a Birkbeck student.
 - This will not include your Birkbeck account password.
- Handshake is an independent *data controller* in their own right, based in the UK and US (see section on international data transfer). Personal data is held in the UK. In opting to use the Handshake service you are entering into an individual agreement with Handshake, subject to their [Terms of Service](#).
- Abintegro is based in the UK and personal data is held in the UK. See their [Privacy Policy](#) for more information. On opting to use Abintegro you will be asked to sign up to their [Terms of Use](#)

Under what lawful basis we process your personal data

For this purpose, Birkbeck uses your personal data on the following lawful basis:

Legitimate interest – The legal basis is the legitimate interest of Birkbeck to provide students and alumni with highly relevant career opportunities based upon individual education and interests.

Consent

Handshake will obtain consent from you in order to provide additional services.

See [GDPR Article 6\(1\)\(a\)](#). Services include:

- Allowing you to choose whether your profile is public or private, so potential employers, or others, can find you--or not.
- Allowing you to contact employers and employers to contact you.
- Allowing you to post reviews and other content on employers and employment experiences.
- Personalizing the Service. For example, we may suggest employers to you based on the information in your CV or the demographic information you provide or suggest students with public profiles to employers based on search criteria.

Special Category Data – Birkbeck processes the special category data described in this privacy notice on condition Article 9(2)(j) for the purposes of providing this information to the Office for Students and other official bodies where applicable and on condition Article 9 (2) (a) for the purpose of provision of services to you as an applicant and/or student.

Withdrawal of consent - you have the right to withdraw consent at any time. You can opt out by visiting *My Privacy Control* (directly at www.bbk.ac.uk/myprivacycontrol or via *My Birkbeck* www.bbk.ac.uk/mybirkbeck) at any time. Please note that once accessed, your data will have been shared with an autonomous data controller, who will process your data in accordance with their terms and conditions which you will have agreed with them. We will act on your withdrawal of consent by ceasing to pass your data to Handshake and Abintegro, ceasing to maintain records of your use (if any of the service), and informing Handshake and Abintegro of your withdrawal of consent.

You can also request deactivation or deletion by sending a message to Handshake at privacy@joinhandshake.com or Abintegro via helpdesk@abintegro.com You can also contact the Birkbeck Futures team at employability@bbk.ac.uk

How long we keep your data for this processing purpose

Birkbeck will retain your personal data for periods in line with legal and regulatory requirements or guidance. In most cases all data will be held for a period of 6 years after you have ceased your relationship with Birkbeck.

Sharing your data with other Data Controllers

Handshake:

Your personal data will be shared with Handshake, who will act as the data controller for the purposes of providing their career support services. A data sharing agreement is in place between Birkbeck and Handshake that ensures the data shared with Handshake is only used to enable you to enter into an agreement to use the Handshake

service. Any future processing of your personal data by Handshake is then governed by the agreement you personally enter into with them. Information on Handshake's approach to privacy and security can be found here [Handshake Privacy Policy](#)

Third Party Service Providers (use of Data Processors)

Birkbeck uses a number of carefully selected third parties to provide services on its behalf. In some cases this requires some elements of the data we hold about you to be passed to them for the express purpose of providing a service to you on our behalf. In each case a data sharing agreement is in place that prevents the third party from making any use of the data provided for any purpose other than that expressly agreed, and requiring the provider to securely destroy the data once the service has been provided. Details of these service providers are available at www.bbk.ac.uk/privacy.

International

Handshake:

Personal data collected through their service will be stored and processed in the EU wherever possible. In some instances, data stored on the UK/EEA platform may be accessed by Handshake employees outside the EU.

Handshake and Handshake's sub-processors may process personal data outside the United Kingdom and the European Union. Where this is the case, Handshake takes all measures to ensure that data subjects continue to have a level of protection essentially equivalent to that under the UK data protection regime.

In providing the services, Handshake may use sub-processors that store personal data outside of the UK/EEA. Whenever data is transferred outside of the UK/EEA region every attempt is made to limit the scope of data transferred.

Information on Handshake's approach to privacy and security can be found here [Handshake Privacy Policy](#)

Abintegro:

Personal data is held in the UK. Information on Abintegro's approach to privacy and security can be found in Abintegro's [Privacy Policy](#)

All transfers of personal data are subject to appropriate technical safeguards (encryption). Birkbeck has a data sharing agreement in place with Handshake and Abintegro incorporating appropriate assurances to ensure the security of the data and compliance with legislative and regulatory requirements.

Your personal data rights

You have the following rights with regard to your personal data held by the College:

- The right to request access to your personal data held by the College.

- The right to have inaccurate or incomplete personal data rectified.
- The right to erasure of personal data – this will only apply where there is no legitimate reason for the College to continue to process the personal data.
- The right to restrict the processing of personal data – you have the right to block the processing of their personal data by the College in specific situations.
- The right to data portability – you have the right to request provision of some elements of your information in digital form in order to provide it to other organisations.
- The right to object to automated decision making and profiling – you have the right to object to decisions taken by automatic means without human intervention in some circumstances.
- All requests to exercise any of these rights should be made to the College’s Data Protection Officer, by emailing: dpo@bbk.ac.uk.

Complaints - If you are unhappy with the College’s handling of your personal data or believe that the requirements of GDPR may not be fully complied with, you should contact the College’s Data Protection Officer in the first instance. You may also follow the College’s formal complaint procedure, and you also have the right to submit a complaint to the Information Commissioner’s Office; further details can be found at www.ico.org.uk.

Version History & Review

This privacy notice will be subject to periodic review. Any material changes will be communicated to those affected in an appropriate manner as and when they are required.

Version	Effective Date	Reason for change
BBKPN016.0	16 Sept 2021	First version