

Birkbeck University of London

Online Careers & Employability Service Terms & Conditions of Use

General

1. Birkbeck College (hereafter “Birkbeck”), provides an online careers & employability service (hereafter “the service”) to a subset of staff and customers (hereafter “users”). The service is an off-site hosted solution provided by a third party, Abintegro Ltd.
2. All users of the service are required to agree to the following terms and conditions of use as set out in this document. This document describes what Personal Data is transmitted from Birkbeck to Abintegro Ltd, what further Personal Data may be provided by users directly by Abintegro Ltd, and the agreement in place between Birkbeck and Abintegro Ltd governing how this Personal Data is treated.
3. By accessing the service, users will be deemed to have accepted and agreed to these terms and conditions of use.
4. Birkbeck reserves the right to withdraw or alter this service at any time without notice, and to alter these terms and conditions. Any alteration to the terms and conditions will be published to all existing users on our website.

About the service

5. Abintegro provides functionality and services which enable and assist the employment and career development process on behalf of clients, including employers, academic institutions and those seeking employment.
6. Birkbeck provides access to Abintegro’s website and the related services and functionality for the benefit of users.
7. The service consists of a secure online ‘portal’ containing learning objects in order to provide careers advice education and guidance.

Your Personal Data, and its treatment

8. Personal Data relating to users will be transmitted to Abintegro for the purpose of providing personalised access to users to the off-site hosted service. This Personal Data includes:
 - First Name
 - Last Name
 - Email address
 - A unique Birkbeck reference ID number

9. Abintegro will capture further Personal Data from users directly (for example, but not limited to CV data, answers to careers/skills tests, and video/audio recordings of mock interviews).
10. Abintegro agree to ensure that the Personal Data described in 8 and 9 (hereafter “the Personal Data”) is held securely, data transfers are appropriately encrypted, that access and use of the Personal Data is by relevant staff only, who are aware of their responsibilities under the Data Protection Act 1998, and is accessible on a strictly need to know basis and used only for the purpose set out above.
11. Abintegro shall not pass on or disclose the Personal Data to any third party, other than those engaged in provision of the Service or as required by operation of law.
12. Abintegro will ensure that the Personal Data provided is not transmitted to any servers, storage locations, or across any networks outside the European Union.
13. The Personal Data for each user will be only be retained by Abintegro until Birkbeck College request the deletion of it (usually at the point a user ceases to be associated with Birkbeck College), after which point it will be securely destroyed/removed from all systems.
14. Birkbeck and Abintegro shall each comply with their obligations with respect to Personal Data as set out in the Data Protection Act 1998, and for the purposes of the Data Protection Act Abintegro shall be a Data Processor and Birkbeck shall be the Data Controller.
15. Abintegro undertakes and warrants that it shall have in place and shall maintain appropriate operational and technological processes and procedures to safeguard against any unauthorised access, loss, destruction, theft, use or disclosure of the Personal Data.