



## University of Hull: Target Connect Privacy Notice

### How We Use Your Data

To deliver careers, placements and global opportunities services we collect and process your personal data using Target Connect as our career management system. Target Connect is branded at the University of Hull as 'Hubble Careers'.

Target Connect is provided under contract to the University of Hull by GTI Futures who process data on behalf of the University. As the Data Controller the University of Hull is responsible for and controls your personal data.

GTI's own privacy notice, which explains how they handle personal data within the platform can be found here <https://www.groupgti.com/privacy/gti-futures>

**Processing purposes and the lawful bases are listed below.**

| Purpose                                                                                                            | Lawful Basis                      |
|--------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| Create and maintain your Target Connect profile using SITS data                                                    | Public Task                       |
| Enable bookings for appointments, events, workshops and career fairs                                               | Public Task                       |
| Provide personalised careers advice and guidance, including the construction of appointment notes and action plans | Public Task                       |
| Advertising jobs, placement, work experience and volunteering opportunities                                        | Public Task                       |
| Sharing of student and graduate CV / application with employers with permission                                    | Public Task / Consent             |
| Send tailored careers communications                                                                               | Public Task / Legitimate Interest |
| Analyse and report on service engagement to improve service delivery                                               | Public Task                       |
| Manage employer relationships                                                                                      | Legitimate Interest               |
| Statutory reporting to OFS                                                                                         | Legal Obligation                  |

### Information We Collect

Target Connect processes data automatically via a secure feed through to our student record system. This ensures data remains accurate and up to date.

As you interact with the Careers Service and Target Connect further information will be provided by you and collected in the system.

We will also create information and record details within the system as part of your interactions with the Careers Service.

For clarity, the table below breaks this down to show:

- Information automatically collected as part of our system configuration (including sensitive data)
- Information you provide directly
- Information collected by interactions with the Careers Service and Placements and Global Opportunities Team

| <b>Information imported automatically</b>           |
|-----------------------------------------------------|
| Name and Preferred Name                             |
| Student Number                                      |
| University e-mail address                           |
| Personal e-mail address                             |
| Course Programme                                    |
| Level of Study                                      |
| Year of Study                                       |
| School                                              |
| Subject Group                                       |
| Start Date                                          |
| End Date                                            |
| Mode of Study – Campus or Online                    |
| Withdrawal status                                   |
| Hometown                                            |
| Career Readiness Survey Response                    |
| Graduate Exit Survey Response                       |
| <b>Special Category Data Imported automatically</b> |
| Disability                                          |
| Care Leaver                                         |
| Gender                                              |
| Ethnicity                                           |
| Fee Status                                          |

We process special category data for equality monitoring and to ensure inclusive access to careers support. The lawful basis we rely on is that the University is carrying out a public task, as providing careers and employability support forms part of our role as a Higher Education provider. Special category data is processed in line with substantial public interest provisions in the Data Protection Act 2018, including promoting equality of opportunity for students. In relation to disability, data is restricted to a 'flag' which only confirms where a student has declared a disability to the University. We do not exchange any data relating to the specific nature of that disability.

| <b>Information you provide directly</b>                                                       |
|-----------------------------------------------------------------------------------------------|
| CV's Cover Letters and other documents uploaded to Target Connect                             |
| Appointment bookings and any details submitted as part of the booking                         |
| Event registrations, attendance and feedback                                                  |
| Applications for jobs, placements, internships, work experience or volunteering opportunities |
| Responses to surveys, employability tools or diagnostic assessments                           |
| Communication and marketing preferences                                                       |

| <b>Information collected from your interactions with Careers Service and Placements &amp; Global Opportunities</b> |
|--------------------------------------------------------------------------------------------------------------------|
| Appointment notes created by staff following appointments including action plans                                   |
| Records of your engagement with opportunities and resources                                                        |
| System usage data – e.g. logins or features accessed (non-intrusive analytics)                                     |

### **How we share your data with employers and opportunity providers**

When you apply for opportunities through Target Connect, your personal data (such as your CV, application details, and supporting information) will be shared with the relevant employer as part of the application process. This processing is necessary for the delivery of the University's careers service and is carried out under the lawful basis of Public Task.

In limited circumstances, the Careers Service may submit an application or share your information with an employer on your behalf. In these cases, we will always obtain your explicit consent before sharing your data. Any consent will be specific to the opportunity, and you will have a clear choice to opt in.

You remain in control of the information you choose to include in your applications. The University does not require you to provide special category data within applications, and you should consider carefully what information you choose to disclose to employers.

### **Who We Share your Personal Data With**

The Careers Service will share information with relevant University departments for the purposes outlined above. External recipients are listed below:

| <b>Recipient of Source</b>                   | <b>Purpose and type of data</b>                                                                                                                                                                                | <b>Lawful Basis</b>                                                                                                                       | <b>Is sharing carried outside the UK (Y/N)</b> |
|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| GTI Futures (Target Connect provider)        | Hosting and processing Target Connect data, including profile information, appointments, event records and applications                                                                                        | Public Task / Contractual necessity                                                                                                       | N                                              |
| Employers advertising through the University | To receive your CV, application or expression of interest where you apply for an opportunity through the system.<br><br>In limited circumstances, data may be shared on your behalf with your explicit consent | Public Task (application is made by the user)<br><br>Consent (only in limited circumstances where Careers Service shares on users behalf) | N                                              |
| Office for Students (OFS) and its agents     | Statutory reporting of student and graduate data                                                                                                                                                               | Legal Obligation                                                                                                                          | N                                              |

### **Accessing Target Connect**

Current students access Target Connect using Single Sign On (SSO). Online appointments with the Careers Service are delivered using Microsoft Teams. This process remains throughout your student journey.

Graduates can continue to access Target Connect for a period of two years but will lose access to SSO shortly after completion of studies. For us to provide seamless careers support after this the system converts your status from 'student' to 'graduate'. At this point we will send communication to the personal e-mail you provided the University at your last enrolment. This will invite you to create a password and enable log in outside of SSO through a dedicated graduate log in link.

## **Retention of Data**

Data is retained for the purposes outlined in this Privacy Notice. Personal data held within Target Connect is anonymised at the end of the applicable retention period. Once anonymised, records can no longer be linked to an identifiable individual and therefore no longer constitute personal data under UK data protection legislation.

Anonymised records may be retained for statistical analysis, service evaluation and reporting purposes for the duration of the University's contract with GTI Futures. At the end of the contractual period, data will be managed in accordance with the [University of Hull's Records Retention Schedule](#).

Data retention schedules for students and graduates vary and are explained below.

### **Current Students**

For students, personal data is retained throughout their period of study.

Where a student leaves the University before graduating, including through withdrawal or failure to complete their studies, their Target Connect account will be marked as inactive. Personal data will then be retained for a further six months before being anonymised.

### **Graduates 2026 Onwards**

For graduates from summer 2026 onwards, personal data and system access is retained for two years after graduation to enable continued access to careers support. At the end of this period, graduate accounts will be marked as inactive for a grace period of three months, after which personal data will be anonymised.

### **Graduates Pre Summer 2026**

Alumni who wish to access Target Connect beyond the initial two-year period can register for alumni access. Alumni access is provided for a period of up to six months from the date of registration. During this period, accounts that remain inactive for two months following their last login will be marked as inactive and personal data associated with the account will be anonymised.

## **Your Rights**

### **You have the following rights:**

- Right to withdraw consent
- Right to be informed
- Right of access
- Right of rectification
- Right to erasure
- Right to restriction

The above are not absolute rights as this is dependent upon the lawful basis for processing relied upon.

If you wish to exercise any of these rights, please contact the Data Protection Office [dataprotection@hull.ac.uk](mailto:dataprotection@hull.ac.uk)

### **How to Complain**

If you have any queries or wish to make a complaint about how your data is handled, you can contact the Data Protection Office [dataprotection@hull.ac.uk](mailto:dataprotection@hull.ac.uk)

### **Changes to Privacy Notice**

We review this Privacy Notice whenever there is change to the way we process personal data. Where a change materially affects how your personal data is handled, we will update this notice and, where appropriate notify you.