

Askham Bryan College Careers and Employability Job Service – Terms and Conditions

Askham Bryan College Careers and Employability Job Service (“Job Service”) aims to help students access job opportunities with a wide range of employers to support them as they develop their employability skills through practical work experience, fund their studies and explore potential future careers. Askham Bryan College offers this as a **FREE** service that provides mutual benefits to both parties.

The Job Service does this by advertising roles through the Askham Bryan College’s social media pages (currently the Askham Bryan College Student Careers Facebook page available at <http://bit.ly/ABCCareers>) which are publicly accessible.

We welcome job adverts from employers from a range of specific sectors including: agriculture, horticulture, equine, animal management, life sciences, vet nursing, sports and outdoor pursuits. Roles of interest to Askham Bryan College students may range from full or part time/weekend work to support their studies through to graduate opportunities.

Recruiters submitting information through the Job Service are agreeing to the following terms and conditions:

1. By submitting information to the Job Service using the online form available at <http://bit.ly/ABCjobservice> you are confirming that you have the company/organisation’s permission to share information with us including individual’s names and contact details and that you have read the privacy statement below.
2. By submitting information using the online form you are consenting to the information you provide being published on the Askham Bryan College’s social media pages including the Askham Bryan College Student Careers Facebook page and intranet. The social media pages are publicly accessible and as such Askham Bryan College cannot control how third parties will use the information once posted on the site.
3. The Job Service reserves the right to withhold job adverts if the adverts are considered inappropriate or are not from a genuine recruiter.
4. The Job Service aims to respond to a request to promote a job role within 5 working days, however there may be times of the academic year e.g. summer vacation, when staff resources mean that there are delays in promoting job roles.
5. The Job Service reserves the right to phase advertising of roles to maintain student interest.
6. The Job Service gives no guarantee of the quality or number of applicants, and acts as a media to advertise ONLY.

Privacy Statement and Data Protection

1. Askham Bryan College is committed to protecting your privacy. Askham Bryan College will only use your personal details (your “Personal Data”), collected when you use the online form, lawfully and in accordance with data protection legislation, in particular the principles of the General Data Protection Regulation (“GDPR”) and the Data Protection Act 2018 and all other applicable laws and regulations and subsequent legislation relating to the processing of Personal Data and

privacy, including where applicable, the guidance and codes of practice issued by the Information Commissioner.

2. In accordance with data protection legislation, Askham Bryan College will only hold and process the information provided by you for the purposes of providing a platform for sharing job opportunities to students of Askham Bryan College.
3. Askham Bryan College will ensure that your Personal Data is kept confidential and will only be used for the delivery of the Job Service, monitoring of the quality of the Job Service and with your consent (which can be withdrawn at any time) to allow the Job Service to contact you about the Job Service or other careers and employability activities.
4. In order to deliver the Job Service, we may need to share individual names and contact details with third parties such as Facebook; but will only do so where this is necessary for the delivery of the Job Service, or as required by law. We will not use your Personal Data for any purpose, such as marketing, unless you provide your consent to do so.
5. We do not sell or rent any Personal Data submitted by you to third parties.
6. All Personal Data will at all times remain in the UK and EEA, unless this is necessary for delivery of the Job Service.
7. We may use technology to track the patterns of behaviour of visitors to the Site. This can include using a “cookie” which would be stored on your browser. You can usually modify your browser to prevent this activity.
8. Where the Job Service holds or processes your Personal Data, Askham Bryan College will be the Controller for the purposes of GDPR and the Data Protection Act 2018. Where information is shared with third parties, those third parties will also become Controllers for the purposes of GDPR and the Data Protection Act 2018, where they determine the nature and extent of any processing.
9. Any Personal Data you submit to the Job Service for a specific advert will be retained for 2 years with the exception of information posted on third party websites such as Facebook, which is then in the public domain and subject to the third party websites’ terms and conditions.
10. If you have any concerns about the way we are collecting or using your Personal Data, you should raise your concerns with us in the first instance by contacting the College’s Data Protection Officer, judith.clapham@askham-bryan.ac.uk. If you are not satisfied with that response, you may then wish contact the Information Commissioner’s Office at <https://ico.org.uk/concerns/>.

By submitting information to the Job Service you agree agreeing to be bound by the above terms and conditions.

By advertising roles the Job Service is not entering into any service level agreement for any organisation or third parties.

If you have any queries about the service, please contact a member of the Careers and Employability Team before submitting job information via the online form. Please email: careersandemployability@askham-bryan.ac.uk