Privacy Statement

Graduate Career Advantage Scotland (GCAS)

Please read the following Privacy Statement before accessing the GCAS programme.

GCAS is a new initiative, with a registered office at 3rd Floor, Main Library Building, 30 George Square, Edinburgh, EH8 9LJ. The University of Edinburgh acts as the data controller for GCAS, working in partnership with our colleagues in the regional hubs who will act as data processors, University of Aberdeen (North Hub) and Glasgow Caledonian University (West Hub). Your data will remain secure within the University of Edinburgh and accessed via a secure SharePoint by a small number of staff members at these partner institutions.

GCAS is contracted to share anonymised statistics with our Funding Partners, the Scottish Government and Scottish Funding Council. Anonymised data will be stored by GCAS and the Scottish Government as a matter of Public Interest due to the nature of funding for this programme for up to 15 months after the end of internships.

General – how we use your information

The information you provide in your application form will be used by the GCAS Team to give you access to our services. By providing contact information, you consent to GCAS contacting you for the following purposes.

Graduates will receive:

- Communications (primarily by email)
- Access to careers support and signposting to additional relevant services, including live and pre-recorded webinars, 1-1 interactions where relevant, and putting you in contact with the university you graduated from (we will not pass on your details)
- Access to a peer support Teams channel during internships

Employers will receive:

- Access to funding towards a graduate intern's salary
- Support to complete recruitment and selection if appropriate
- Communications (primarily by email) requesting updates and a final assessment of the programme's impact

The GCAS team will:

- Contact you about any changes to the terms and conditions relating to the services we offer
- Carry out reporting on usage (e.g. how many graduates have benefited from interactions with GCAS, how many employers filled an internship)

- Analyse anonymised special characteristics of Graduates to produce statistics which inform our services and ensure accessibility and inclusion

Consent to process data

We are using information about Graduates with Consent to deliver the services advertised, primarily to check eligibility against criteria given by our Funding Partners and to keep in touch to review progress.

GCAS requests from Graduates: contact information; university, mode and method of study; eligibility for our programme; previous employment history; interests.

GCAS requests from Employers: contact information; information about the organisation; financial information to transfer funds.

Updates to information including contact details, internship status, employer, and salary will be shared with our partners in the ways stated above.

Careers Support & Reflections

Graduates: If you access careers support as part of your involvement, we will not keep data about the interaction and any documents you provide will be immediately deleted after the interaction. This means you may be requested to provide these again.

If you secure an internship, your employer will complete a Professional Development Plan with you. There is no expectation that you will share this with the GCAS Team. If you do, however, you consent to a member of the team accessing and reading the information you provide when you send it to us. We will not keep a copy.

Recruitment & Selection

On some occasions, where internship providers do not have capacity to do so, the GCAS Team may support with recruitment and selection activity. All Team members have been trained in Recruitment and Selection Essentials and Unconscious Bias and will treat all details as confidential.

We do not use profiling or automated decision-making processes. This means that people are involved in every decision. We process information from Graduate applications for the purposes of recruitment and anonymised reporting unless we have received consent to use names.

Graduates will submit a new CV and covering letter (as one document) to GCAS to apply to each vacancy of interest. This document will be securely transferred to the employer when the vacancy advert closes. The CV and covering letter will be deleted one month after the recruitment process is completed. Employers will adhere to their own retention policies.

Internships

GCAS will use the information from Graduate applications to the programme to update a list of filled internships. In addition, data such as application numbers, characteristics of applicants, number of internships filled, and placed interns will be used in reporting to assess the programme and make improvements in the future. This data will be anonymised.

Graduates and Employers will be asked to complete a consent form for any case studies, quotes, and images; however, top level statistics may be used by GCAS and our partners in promotional materials, e.g. reporting the number of internships filled.

Withdrawing Consent & Content Deletion

You can withdraw your consent and ask us to discontinue processing your data by contacting GCAS@ed.ac.uk with the Subject Line: *Withdrawing Consent*. We will remove you from our future communications and delete the information you provided to us; however your anonymised data will continue to be used to report on the impact of the programme.

GCAS will keep Graduate applications to the programme for up to 6 months. Anonymised data will be stored by GCAS and the Scottish Government for reporting purposes as a matter of Public Interest due to the nature of funding for this programme for up to 15 months after the end of internships. It is not possible to opt out of this as all Graduates and Employers access public funding by taking part.

Internship providers have their own data retention policies. Graduates will apply to Employers directly and GCAS will not have access to this data unless explicitly mentioned, e.g. if we are supporting the Employer with recruitment and selection expertise.

Additional

We will contact Graduates and Employers during and up to one year after programme completion to ask for your feedback, to report on impact, and market the programme to future participants.

Your information will either be used anonymously, or we will ask for your consent to be named in reports and promotional materials.

If you have any questions, please contact the GCAS Team via GCAS@ed.ac.uk.

This privacy statement is continued
Continued privacy statement