

## **Privacy Statement of The Robert Gordon University**

### ***Statement for jobs@RGU***

30/06/2006

### **Information about our Organisation and Web site**

Modern information and communication technologies play a fundamental role in the activities of an organisation like The Robert Gordon University.

We are based in United Kingdom.

Our principal activity is Higher Education

Our privacy policy covers The Robert Gordon University and its Web site:

Organisation Name:	The Robert Gordon University
Address:	Schoolhill
City, Postcode:	Aberdeen , AB10 1FR
State:	Aberdeenshire
Country:	United Kingdom
Controller:	The Robert Gordon University
Web Sites(s):	<a href="http://www.rgu.ac.uk/jobs">http://www.rgu.ac.uk/jobs</a>

### **Providing Visitors with Anonymous Access**

You can access our Web site home page and browse our site without disclosing your personal data.

### **The services and links of our Web site**

Our Web site does not enable our visitors to communicate with other visitors or to post information to be accessed by others.

Our Web site does not include links to third party Web service providers.

## **Automatic Collection of Information**

We automatically log personal data by means such as programming or we link information automatically logged by such means with personal data about specific individuals. We do so for the following purposes:

- Technical administration of the Web site
- Research and development
- Customer administration
- Statutory Reporting Purposes (anonymous)

We use cookies to store personal data or we link information stored in cookies with personal data about specific individuals. We do so for the following purposes:

- Technical administration of the Web site
- Research and development
- Customer administration
- Statutory Reporting Purposes (anonymous)

## **Data Collection and Purpose Specification**

We collect the personal data that you may volunteer while using our services.

We may also collect information about you from other sources, such as public records or bodies, or private organisations.

To access the table of personal data collected and purposes for which they are used, please [click here](#).

We do not collect or use personal data for any purpose other than that indicated in the table below.

If we wish to use your personal data for a new purpose, we offer you the means to consent to this new purpose: Would be determined on a case-by-case basis.

## **Children's Privacy**

We do not knowingly collect personal data from children under the age of 15.

We do not take specific steps to protect the privacy of children who disclose their personal data to us.

We do provide information about our personal data practices in relation to children on our home page and wherever we knowingly collect personal data from children on our Web site.

## **Disclosure and Visitor Choice**

We disclose our visitors' personal data to our subsidiaries or other organisations.

Where we disclose your personal data for the same purposes as those indicated in the table below, we provide you with the means to opt-out of disclosure for ethnicity and nationality questions:

- Select "Information Refused"

Where we disclose your personal data for purposes which are different from those indicated in the table mentioned above, we offer you the opportunity to consent to disclosure. This would be determined on a case-by-case basis.

## **Confidentiality / Security**

We give you the option of using a secure transmission method to send us the following types of personal data:

- primary personal data (such as name and contact details)
- other personal and profiling data (such as physical description, leisure activities)
- identifiers (such as credit card details, Web site password)
- specific personal data (such as racial or ethnic origin, religious beliefs, medical data)

We have implemented security policies, rules and technical measures to protect the personal data that we have under our control from:

- unauthorised access
- improper use or disclosure
- unauthorised modification
- unlawful destruction or accidental loss

All our employees and data processors, who have access to, and are associated with the processing of personal data, are obliged to respect the confidentiality of our visitors' personal data.

We ensure that your personal data will not be disclosed to State institutions and authorities except if required by law or other regulation.

## **Access to the personal data we may hold about you**

You can ask us, by:

- sending an email ( jobs@rgu.ac.uk )
- sending postal mail to this address ( Human Resources Department, The Robert Gordon University, Schoolhill, Aberdeen, AB10 1FR, UK.)
- calling this telephone number ( +44 (0) 1224 262000 )

whether we are keeping personal data about you.

Upon request, which you can indicate by:

- sending an email ( jobs@rgu.ac.uk )
- sending postal mail to this address ( Human Resources Department, The Robert Gordon University, Schoolhill, Aberdeen, AB10 1FR, UK.)
- calling this telephone number ( +44 (0) 1224 262000 )

We will provide you with a readable copy of the personal data which we keep about you, within a month - although we may require proof of your identity beforehand. We will provide the information without any charge.

We allow you to challenge the data that we hold about you and, where appropriate, you may have the data:

- erased
- rectified or amended
- completed

We do not reserve the right to refuse to provide you with a copy of your personal data.

## **Privacy Compliance**

Our privacy policy is compliant with the following instruments:

- Data Protection Act, UK
- Freedom of Information Act, UK

There are no global or regional regulatory or self-regulatory schemes applicable to our web site or organisation.

In order to demonstrate that our privacy policy accords with the above privacy instruments, we are:

- voluntarily committed to a Self Assessment procedure
- subject to an Independent Data Protection Authority supervision

## Self Assessment procedure

Name or designation of the privacy policy person or service	The Robert Gordon University
URL	<a href="http://www.rgu.ac.uk">http://www.rgu.ac.uk</a>
Address	Schoolhill, Aberdeen, AB10 1FR
Country	United Kingdom

## Independent Data Protection Authority supervision

Designation of the authority	Information Commissioner's Office
URL	<a href="http://www.informationcommissioner.gov.uk">http://www.informationcommissioner.gov.uk</a>
Address	Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Country	UK

## Privacy Support

If you have an enquiry or concern about our privacy policy, please contact:

Name/designation :	The Robert Gordon University
Department :	Human Resources Department
Address :	Schoolhill, Aberdeen, AB10 1FR
Phone Number :	+44 (0)1224 262000
Fax Number :	
Email address :	<a href="mailto:jobs@rgu.ac.uk">jobs@rgu.ac.uk</a>
URL :	<a href="http://www.rgu.ac.uk/jobs">http://www.rgu.ac.uk/jobs</a>

We do not recommend another means by which visitors' concerns may be addressed.

**TABLE of personal data collected and purposes for which they are used**

**Primary personal data/Business information**

- x** volunteered by each visitor
- collected from public records or bodies
- collected from private organisations

Primary personal data	Technical administration of the Web site	Research & development	Customer Administration	Marketing	Trading in personal data
Name	-	-	<b>X</b>	-	-
Gender	-	<b>X</b>	<b>X</b>	-	-
Address	-	<b>X</b>	<b>X</b>	-	-
E-mail address	<b>X</b>	-	<b>X</b>	-	-
Phone/Fax number	-	-	<b>X</b>	-	-
other (describe)	-	-	-	-	-

  

Business Information	Technical administration of the Web site	Research & development	Customer Administration	Marketing	Trading in personal data
Employer/organisation	-	<b>X</b>	<b>X</b>	-	-
Job title	-	-	<b>X</b>	-	-
Address	-	-	<b>X</b>	-	-
E-mail address	-	-	<b>X</b>	-	-
Phone/Fax number	-	-	<b>X</b>	-	-
other (describe)	-	-	<b>X</b>	-	-
<i>Absence (2yrs)</i>	-	-	<b>X</b>	-	-

## Other personal details and profiling data

- x** volunteered by each visitor
- collected from public records or bodies
- collected from private organisations

	Technical administration of the Web site	Research & development	Customer Administration	Marketing	Trading in personal data
Personal details	-	<b>X</b>	<b>X</b>	-	-
Physical description	-	-	-	-	-
Family characteristics	-	-	<b>X</b>	-	-
Education and skills	-	<b>X</b>	<b>X</b>	-	-
Life style or personal tastes	-	-	<b>X</b>	-	-
Financial resources	-	-	<b>X</b>	-	-
other (describe)	-	-	-	-	-

## Identifiers

- x** volunteered by each visitor
- collected from public records or bodies
- collected from private organisations

	Technical administration of the Web site	Research & development	Customer Administration	Marketing	Trading in personal data
On-line identifiers	<b>X</b>	-	<b>X</b>	-	-
Financial identifiers	-	-	<b>X</b>	-	-
identifiers assigned by Public bodies	-	-	<b>X</b>	-	-
Biometrics identifiers	-	-	-	-	-
other (describe)	-	-	-	-	-

## Specific Data

- x** volunteered by each visitor
- collected from public records or bodies
- collected from private organisations

	Technical administration of the Web site	Research & development	Customer Administration	Marketing	Trading in personal data
Racial or ethnic origin	-	<b>X</b>	<b>X</b>	-	-
Political opinions	-	-	-	-	-
Religious or philosophical beliefs	-	-	-	-	-
Trade union membership	-	-	-	-	-
Health/Medical data	-	-	<b>X</b>	-	-
Sex life	-	-	-	-	-
Police/Justice data such as civil/criminal actions brought by or against the visitor	-	-	<b>X</b>	-	-
other (describe)	-	-	-	-	-