

# University of Gloucestershire, Your Future Plan Privacy Notice and Terms and Conditions For Employers, Charities, Third Parties and External Stakeholders

Updated March 2023

1. The University of Gloucestershire 'Your Future Plan' (YFP) Team values the relationships we have with employers and aims to provide a high-level service. This document outlines the basis of the working relationship between the YFP Team and employers and should be read in conjunction with the YFP Ethical Employability Policy. The purpose of this document is to clarify the standards and principles for the delivery of the following services:

## **Opportunity advertising**

- Information for employers recruiting unpaid workers
- Information for recruitment agencies

## **Employer Events**

- Student Protest
- Information for recruitment agencies

2. These Terms and Conditions follow guidelines set out by the following professional organisations:

- 'Best Practice in Graduate Recruitment' as agreed by AGCAS (the Association of Graduate Careers Advisory Services), AGR (the Association of Graduate Recruiters) and the NUS (National Union of Students)
- NASES (National Association for Student Employment Services)
- ASET (the Work Based Learning and Placement Learning Association)

The document also draws from recognised policies and legislation on equal opportunities and confidentiality.

## **3. Opportunity advertising**

3.1 The YFP Team reserves the right to edit opportunity details and the right not to advertise an employer's opportunity that we feel inappropriate to our remit as a University careers, employability and placements service.

3.2 All contracts of employment are between the student or graduate and the employer.

### **3.3 The employer will:**

- Notify the Future Plan Team if using the services of a recruitment agency or if the position is self-employed.
- Provide a job description, specifying skills and qualifications required for the job.
- Make every effort to include full details of the hourly rate or salary range, without this information employers can expect a significantly reduced number of applications.
- Provide company details, minimum full company address and landline telephone number.
- Provide clear application contact details or web link, as relevant.
- Meet the requirements of and comply fully with all relevant UK legislation relating to employment, particularly across:
  - National minimum wage.
  - Tax, national insurance contributions.

- Health and safety.
  - Employer liability insurance.
  - Equal opportunities (gender, ethnic origin, religion, sexual orientation, disability, age).
  - Overseas nationals.
- Ensure the entire selection process is clearly explained to applicants (including assessment centres/tests) and keep them informed if offer/process is delayed.
  - Clarify the availability of feedback.
  - Act according to the Best Practice in Graduate Recruitment guidelines set by the AGR and AGCAS: [Best practice in graduate recruitment](#)

### **3.4 The YFP Team will:**

- Advertise the following types of opportunity:
  - Graduate level opportunities.
  - Placement opportunities for undergraduate students (see our guidelines).
  - Paid work experience and vacation opportunities through the YFP JobShop
  - Part-time, term-time work for current students through the YFP JobShop (see separate Terms and Conditions).
  - Unpaid vacancies that meet the requirements of a 'Volunteer' or 'Voluntary Worker' role, as set out in National Minimum Wage guidelines.
  - Advertise opportunity details to students and graduates via the Future Plan Portal, offering a free service to employers recruiting for positions within their own company.
  - Aim to advertise all opportunities within 2 working days of receipt.

### **3.5 The YFP Team will *not* advertise any opportunities that, in our judgment;**

- Discriminate on the grounds of race, gender, disability, age or sexual preference *unless*: there is a genuine occupational requirement, covered by the relevant legislation, which permits exemption from this legislation or the vacancy aims to provide people from a particular group (or groups) the opportunity to compete for work in areas in which they have been under-represented or absent. In both the above cases employers must quote the relevant section of the applicable Act within the vacancy.
- That appear not to comply with UK employment legislation.
- Do not pay the legal National Minimum Wage (see acceptable exemptions below).
- Are inappropriate to our remit as a University Careers and Employability service.
- Promote or endorse illegal activity e.g. pyramid selling schemes.
- Pay on a commission-only basis.
- Promote or endorse illegal activity.
- Represent an undue health and safety risk to students.
- Involve students writing academic essays or personal statements for use by other students.
- Have misleading, incomplete or inaccurate job descriptions.
- Do not include an address or company contact number.

## **4. Opportunities with additional requirements**

The YFP Team is happy to advertise work experience opportunities provided they either offer payment of at least the National Minimum Wage or where they constitute a genuine training/learning opportunity with no stated or implied contract of employment. Certain organisations are exempt from

National Minimum Wage legislation, such as registered charities or schools, or those offering placements as part of a higher education course of study (N.B. Some University of Gloucestershire courses do offer placement /work-based learning opportunities that meet this exemption). If you believe that your organisation is exempt from National Minimum Wage legislation, please refer to our Policy on Unpaid Opportunities and let us know before you submit your vacancy.

If you advertise a work experience position outside the UK, we will expect you to have checked it complies with relevant UK employment legislation.

#### 5. **Recruitment agencies/intermediaries/third parties**

- We do not post advertisements for students/graduates to generically register with recruitment intermediaries/third parties.
- If recruitment intermediaries/third parties are advertising graduate opportunities for their own company, these will be dealt with in line with the details under 'opportunities we advertise'.
- We will advertise opportunities through recruitment intermediaries/third parties where they are advertising specific opportunities on the request of the employer. This service is provided to assist with the recruitment into specific positions and must not be used to collect a 'bank' of CVs for distribution to third parties or for any other use other than to fill the opportunity or opportunities specified in the initial advertisement.
- We reserve the right to use any employer contacts given to us by recruitment intermediaries for our own marketing purposes.

#### 6. **How we will advertise your opportunities**

- To advertise your opportunity, login or register using our Future Plan Portal for employers.
- Opportunities must be approved by us before they go live on our website for students and graduates to view.
- The Future Plan Team aims to approve all opportunities within 48 working hours of receipt.
- You will receive an email from the Future Plan Team once your opportunity has been approved. If there is a query with your opportunity we will lock it and then contact you for clarification.
- If we are unable to advertise your opportunity we will reject it.
- Opportunities will be advertised until the specified closing date. We will not accept opportunities where no closing date has been specified.
- The YFP Team will **not** give out details of students for employers to contact directly other than in the case of fully managed vacancies with the express permission of the student.

#### 7. **Information for Employers recruiting un-paid workers**

Please refer to our Policy on Unpaid Opportunities.

#### 8. **Employer Events**

The YFP Team maintains supports a range of on-campus and digital employer events within and outside of the curriculum. Employers should contact the YFP Employer engagement Officers via [employerengagement@glos.ac.uk](mailto:employerengagement@glos.ac.uk) to discuss and book recruitment events through the YFP Team.

**The employer will:**

- Contact the Future Plan Team to check dates for **all** events with a recruitment focus.
- Be able to use the event to promote graduate vacancies, internships, placements and job searching skills to current University of Gloucestershire students and graduates.
- Provide full contact details for the event organiser and advertising agency (where appropriate).
- Provide full invoice contact details and purchase order number (if required).
- Provide up-to-date information on the organisation and current opportunities.
- Complete and return all necessary booking forms within the specified timescale.
- Comply with instructions sent for each event and the event venue.
- Provide accurate size/dimension of exhibition stand.
- Provide risk assessments for additional equipment other than a stand and laptop, no less than two weeks before the event.
- Supply all publicity material as requested within the specified timescale.
- Distribute information relating to the organisation of the event as instructed by the YFP Team to all relevant parties (i.e. company representatives attending the event, couriers, exhibition companies etc) including directions and loading instructions for the venue.
- Send a full copy of the event booking to any third party acting on its behalf.
- Send a copy of the Future Plan Team Terms and Conditions to any third party acting on its behalf.
- Arrange for delivery and collection of own equipment and materials used at the event.
- Make every effort to comply with the 'sustainable events attendance' recommendations as outlined in the YFP Ethical Employability Policy and comply with GDPR for online events.

*Where an event is being organised on behalf of a recruiter the third party must:*

- Follow all of the above.
- Provide full contact details for your client to verify details if necessary.

#### 9. **The Future Plan Team will:**

- Co-ordinate the employer event diary to avoid clashes between companies of the same business, e.g. two investment banks presenting at the same time.
- Notify booking start dates to current contacts by email and on the Employer section of our website.
- Co-ordinate room booking requirements for on-campus events where possible and based on charges set by the relevant services used.
- Publicise events on our searchable online event list and operate an online sign-up for open events.
- Advise on appropriate event, timing and location.
- Allocate bookings and sponsorship of careers fairs on a first come first served basis.
- Allocate stand space based on information supplied by the Employer - stands will be measured on the day.
- Reserve the right to change position or remove a stand from a Careers Fair if the stand brought on the day is larger than specified on the booking form or if it conflicts with health and safety regulations.
- Issue invoices for services rendered within the timescale stated at booking.
- Issue an invoice for additional stand space and any other additional charges incurred on the day of a Careers Fair.
- **Not** guarantee student attendance at these events.

- **Not** accept responsibility for the cancellation of an event due to action or events that are outside the direct influence of the YFP Team.
- **Not** accept responsibility for loss or damage to property (including personal property) brought on to University premises.
- **Not** accept responsibility for equipment or material left behind after an event.
- **Not** provide parking at event venues for any organisation, persons or third parties either attending or involved in the setup of the event.
- **Not** accept responsibility for vehicles left unattended on University property. All vehicles are subject to the University of Gloucestershire car parking rules.

## 10. Student protest

If there is a possibility of an employer event, or an employer attending a recruitment event, such as a Fair, attracting student protest, the following guidelines should be adhered to:

### **The employer will:**

- Notify the YFP Team of any reason, however remote the issue, why there might be a protest against the company.
- Conduct a risk assessment for the event.
- Check insurance liability issues in the event of a protest.
- Agree roles, responsibilities and procedures in the event of a protest.
- Explain the role of recruiter's staff in the event of a protest.
- Discuss and agree with the Future Plan Team if intending to use own security team.
- Ask any agency working on your behalf to adhere to the above.
- Use this good practice with other University contacts e.g. Student Societies

### **The Future Plan Team will:**

- Conduct a risk assessment of the target event.
- Agree roles, responsibilities and procedures in the event of a protest.
- Liaise with and seek advice from the University Security Service as required.
- Provide clear information to students of any requirements for personal safety and security at events e.g. no form of protest in an area that could cause congestion or a health and safety risk.
- Provide, where possible, locations that are well lit, accessible, and fit for purpose.
- Use this good practice with other university contacts e.g. Student Societies.

### **Information for Recruitment Agencies/Third Parties and Job Listing Websites for Employer Events**

The Future Plan Team will endeavour to support the recruitment needs of third parties. However, due to the volume of requests direct recruiters will be given priority.

### **The Future Plan Team will:**

- Reserve an appropriate number of stand spaces for recruitment agencies at Careers events.
- Place additional requests for a stand at the Careers events on a waiting list and will send notification of availability at the earliest opportunity before the event.
- Book rooms for presentations or interviews only where the event is publicised in the client's name.

- **Not** book attendance at Skills sessions or similar activities.

**The agency will:**

- Follow all of the Terms and Conditions set out above.
- Contact the YFP Team to check dates for presentations or interviews in advance.
- Provide full contact details for your client to verify details if necessary.

## **11. Privacy Notice**

### **What categories of personal data are used?**

The University of Gloucestershire Your Future Plan Team will collect personal and organisational data necessary for the organisation and management of the activity for which you have engaged with the Your Future Plan Team.

Types of personal data can include, but are not limited to:

- personal details, including contact information
- visual images [Inc. organisation logo] (for use in marketing materials)
- Information published by companies house
- Social media information

### **Where do we get your personal data from?**

We obtain your information from you directly and via third party applications (i.e. CareerHub Central). We may also use information available from external sources (i.e. your organisations website and LinkedIn) to supplement information we already have. This enables us to contact you in the event that you change your contact information, or did not provide it to us.

### **How do we keep your data safe and who has access to it?**

We are committed to keeping your data secure. Access to information held by the Your Future Plan Team is restricted to individuals who need to see the data to carry out their duties in the University. Your information is only accessible by appropriately trained staff.

We take appropriate measures to ensure that the personal information disclosed to us is kept secure, accurate and up to date and kept only for so long as is necessary for the purposes for which it is used.

### **Who else do we pass this information on to?**

We may need to share your details with other departments within the University such as relevant academic staff and professional service departments such as; finance, legal, payroll etc., where relevant to the purposes of engagement.

We may need to disclose your details if required to the police, regulatory bodies or legal advisors where there is a legal requirement or an overriding public interest to do so. We never sell or trade your personal data.

### **How long do we keep this information for?**

Details will be kept in the system until no activity has been recorded against an account for five years. Activity on the system includes (but is not limited to):

- Attendance at or participation in an event

- Posting of a job advert
- A log in to your account
- Providing a placement opportunity
- Contact (via the system or by other means) with the University's Employer Engagement Team
- We will keep records of placement providers and other student-related data for longer than this if necessary to align with the University's policy on student data retention.
- The University may contact you before your information is removed from the system, to discuss continued engagement opportunities.

### **How can you verify, modify or delete your information?**

If you are an organisation or employee of an organisation and no longer wish to hear from the Your Future Plan Team, please get in touch with us on: [futureplan@glos.ac.uk](mailto:futureplan@glos.ac.uk)

### **Links:**

[University of Gloucestershire's Policy of Unpaid Opportunities](#)

[University of Gloucestershire's Ethical Employability Policy](#)

***If you have any questions in relation to these terms and conditions, please contact the YFP Employer Engagement Officers: [employerengagement@glos.ac.uk](mailto:employerengagement@glos.ac.uk)***

This policy was last updated in April 2023 and will be reviewed annually, each April.