

## Users of AM I HIRED®

### Your personal information

The University of Lincoln collects personal information about you when you access the AM I HIRED® platform ([amihired.lincoln.ac.uk](http://amihired.lincoln.ac.uk)). We use this information to provide you with the experience offered by AM I HIRED®, namely an overview of what you have made publically available on social media. No personal data is kept after you have finished using the platform. This notice explains more about how we use your personal information.

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#### **What information we collect about you**

We collect information about you when you use AM I HIRED® to connect to any or all of the following social media platforms: Facebook, Twitter, YouTube, Instagram, blog sites.

#### **How we use your information**

We collect information about you to deliver the experience associated with AM I HIRED®, namely an overview of what you have made publically available on social media. When you access the platform we ask you to sign in and connect with several different social media platforms. You have the option of choosing to proceed with or skip any of these connections. We then pull any publically available data from your social media accounts and display this in a collated format to provide you with an overview of your public use of social media and how this may affect your employability. No personal data is kept after you have finished using AM I HIRED® and you will be advised to follow our sign-out wizard to ensure you have disconnected from any social media platforms. For added privacy, we advise you to access AM I HIRED® from an incognito or private browser window.

The University occasionally uses cookies and other technologies on its website that collect data about you when you use them. Where this occurs further information will be available in a cookies policy. The cookies policy for the University website can be found here: <http://www.lincoln.ac.uk/home/termsconditions>.

#### **Information we may share with other organisations**

When you use AM I HIRED® you will be asked to sign in and connect your social media accounts so that we can assess what data you have made public on these platforms. All of the processing of this data takes place within the social media platforms themselves and an export of public data only is returned to AM I HIRED® for presentation in your personalised

final layout. All of this data is stored within the session and once you have navigated away from <http://amihired.lincoln.ac.uk> all data is cleared. For additional privacy we advise you to follow our curated sign-out wizard to guide you through the process of signing out from each social media account you have connected.

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| Facebook   | When you connect AM I HIRED? ® to your Facebook account, it will return to us the content of your most recent public posts along with a link to each post. This information will be displayed on your final layout. If you have included your name or other personal details in the content of your posts, this information may appear in your final layout alongside your username and the name you choose to use on Facebook. Your profile photo and any recent changes you have made to it, may also be displayed. In addition, Facebook will also share with us four of your most liked posts and your most recently uploaded photos and videos if they have been made publically available. |
| Twitter    | When you connect AM I HIRED? ® to your Twitter account, it will return to us a list of your most recent tweets and also four of your most retweeted and most liked tweets. The content of these tweets will be displayed on your final layout. If you have included your name or other personal details in your tweets, they may appear in this layout alongside your twitter name, handle and profile photo.                                                                                                                                                                                                                                                                                    |
| YouTube    | When you connect AM I HIRED? ® to your YouTube account, it will return to us a list of your most recently uploaded videos. This information will be displayed on your final layout. If you have included your name or other personal details in your posts, they may appear in this layout. In addition, if you have any public playlists on your account such as your liked or favourited videos, then the most recent videos from these playlists will also be displayed.                                                                                                                                                                                                                      |
| Instagram  | When you connect AM I HIRED? ® to your Instagram account, it will return to us a list of your most recent photos and a link to each photo. If you have a private Instagram account then only your profile photo and account name will be returned and displayed. This information will be displayed on your final layout. If you have included your name or other personal details in the title or description of your photos, this information may appear in your final layout.                                                                                                                                                                                                                 |
| Blog sites | When you connect AM I HIRED? ® to your blog site, it will return to us a list of your most recent posts and a link to each post. This information will be displayed on your final layout. If you have included your name or other personal details in the content of your posts, they may appear in this layout.                                                                                                                                                                                                                                                                                                                                                                                 |

We use a number of suppliers who process personal information on our behalf. These include suppliers of software services. These act strictly on our instructions and must not use the information for their own purposes.

In exceptional circumstances we may be asked to share your information with police or other investigators if it would prevent or detect crime or safeguard a person's wellbeing. Each instance will be judged on its own merit and any sharing of information will be done within the law.

## Information processed abroad

In some circumstances the University may need to transfer your personal data outside the European Economic Area (EEA). If this is the case the University will make every effort to ensure that there are adequate levels of protection and safeguards in place so that your data is handled appropriately and securely in accordance with data protection laws.

## How long we keep your information

When you are using AM I HIRED? ® any data shared with the platform will only be kept for the length of the session. Once you have navigated away from <http://amihired.lincoln.ac.uk> all data will be cleared. No personal data is retained after you leave the platform and you are encouraged to use our curated sign-out wizard to ensure you sign out of all social media platforms to which you may have connected.

If you return to use AM I HIRED? ® again in the future, you may find that certain pieces of data such as entries that you have made to form boxes on the platform will be retained by your browser for the purpose of quickly completing such forms. This data can be cleared from within your browser settings and is not reflective of AM I HIRED? ®.

If you access additional University services these may keep a record of your contact and will provide you with details of how long they keep your information.

## Accessing your information and other rights

You have a number of rights relating to your personal information. These include:

**Access** You have the right to request a copy of any personal information we hold about you.

If you would like a copy of any of your information please contact the Information Compliance team on the details below. The team will process your request within a month.

**Portability** If you have provided information on the basis of your consent or for a contract then you can request a digital copy so you can send it to another organisation.

To request a copy please contact the Information Compliance team on the details below. The team will process your request within a month.

**Correction** If any of the information we hold about you is incorrect or incomplete then please let us know. You have the right to have your information corrected so that we hold accurate records about you.

**Erasure** This is also known as the right to be forgotten. You can request that your personal information is erased if it is no longer necessary for the University to keep it, or you withdraw consent that you have previously provided, or you object and there is no overriding grounds to keep it or if it is unlawful to continue to keep it.

**Restriction** You can request that the use of your personal information is limited to storage only and that we use it for no other purpose. This applies where you contest the accuracy of the personal information we hold, or our use of the information is unlawful, or we no longer need the information except in relation to legal claims, or you object to the use of your data and we need to verify whether or not our purpose for keeping it overrides the grounds of your objection.

The Information Compliance team can be contacted by email on [compliance@lincoln.ac.uk](mailto:compliance@lincoln.ac.uk) or by post at: Information Compliance, Secretariat, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

### **How to object or withdraw consent**

If you object to our use of your personal information then we must stop unless we can demonstrate compelling legitimate grounds for continuing. Please contact [digitaleducation@lincoln.ac.uk](mailto:digitaleducation@lincoln.ac.uk) if you have concerns about your privacy when using AM I HIRED? ®.

If you have provided your consent for the use of your personal information then you can withdraw this consent at any time. Please contact [digitaleducation@lincoln.ac.uk](mailto:digitaleducation@lincoln.ac.uk) if you have concerns about privacy when using AM I HIRED? ®. If you wish to amend what public data you are able to see when using AM I HIRED? ®, please consider amending this on the relevant social media platform directly as any changes cannot be made through AM I HIRED? ®.

### **How to contact us**

For general enquiries please call 01522 88 2000 or write to University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

You can find contact details for individual teams and staff by visiting <http://staff.lincoln.ac.uk>.

If you have a query about your personal information rights then please contact the Information Compliance team by email on [compliance@lincoln.ac.uk](mailto:compliance@lincoln.ac.uk) or by post at Information Compliance, Secretariat, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

### **How to complain**

If you feel that we have let you down in relation to your information rights then please contact the Information Compliance team by email on [compliance@lincoln.ac.uk](mailto:compliance@lincoln.ac.uk) or by post at Information Compliance, Secretariat, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

You can also make complaints directly to the Information Commissioner's Office (ICO). The ICO is the independent authority upholding information rights for the UK. Their website is [ico.org.uk](http://ico.org.uk) and their telephone helpline number is 0303 123 1113.