

Data Privacy Statement



MACQUARIE
University

Definitions

Agency/ Agents: means an organisation or individual that is not directly offering employment or work experience opportunities to students within their organisation. An organisation or individual that charges students or recent graduates a fee (either directly or indirectly) to engage in employment, work experience and training is also included in this definition.

Employability and Graduate Success: is the portfolio consisting of Macquarie University Careers and Student Employment Service, MQ Student Employment, and PACE & Employability.

Portal: means *Employer Connect*, the online portal used by Employability and Graduate Success at Macquarie University to advertise employment opportunities.

University: means Macquarie University

Section 1: Data privacy for submitted employer information

1.1. Employer contact details

The Portal is available for employers and Agents to advertise employment and work integrated learning opportunities to current students and recent graduates. Fees will not be charged to advertise positions via this service.

Employers and Agents who register on our Portal must provide the contact details of a representative responsible for recruitment of the role. Employability and Graduate Success will keep these contact details in our Portal. For companies, the individual's contact information will be tied to the organisation or agency that is advertising the vacancies/ opportunities. Individuals who are advertising roles will also be searchable within an administrative side of the portal (that is inaccessible to students).

Students will be able to see contact details of employer and Agent representatives if they are included in job vacancy advertisements as a key contact for that role. If students have questions about the job vacancy, they will be encouraged to make direct contact with the advertiser via email, or over the phone, whichever contact method is indicated in the job advertisement.

1.2 Use of employer contact details

Contact details are for the use of Employability and Graduate Success team only. You may be contacted for follow up on communications related to job vacancies. Employers and Agents may also receive occasional invitations to further engage with Employability and Graduate Success in panels, presentations, or other careers education events throughout the year.

1.3 Archival of contact details

Whenever an employer, or agent has a change to their recruitment teams that results in a new contact for job vacancies, the new individual will be designated as the current contact to be reached for any of the reasons listed in section 1.1.

If there is a job, (active or inactive), attached to a previous contact at a company, they cannot be deleted from our website. In that case, the old contact will be marked as inactive which will remove them from receiving further communications.

Employers and Agents should alert Employability and Graduate Success to any changes within their recruitment teams who have access to our Portal.

1.4 Student CVs and job applications

Student CVs and job applications will be held securely by the University. They are only accessible to the student, Employability and Graduate Success, and for other directly related purposes required in the administration of the University, as detailed in our [Privacy Statement](#).

1.5 Sharing student information

CVs and job applications will be provided to the representative of the employer or agent on behalf of the student applicant, for the purpose of applying for the advertised position. Employers and agents are required, in accordance with privacy laws to keep this information confidential, and to only use and disclose it for the purpose of managing the job application.

1.6 Email subscriptions

Employability and Graduate Success may use the email addresses of employers and Agents to:

- clarify job or event details with them
- alert them to other services to facilitate recruitment
- send career-related/employment notices
- undertake labour market research
- ask questions to assist us in managing the services of Employability and Graduate Success.

Unsubscribing from emails

To unsubscribe from emails sent by Employability & Graduate Success please advise careers@mq.edu.au. Note that operational emails that contain important information relating to the advertisement of employment and work integrated learning opportunities will continue to be sent in accordance with the terms and conditions of the Portal.

1.7 Contact

If you have a question regarding privacy, you should contact the University's Privacy Officer at privacyofficer@mq.edu.au.

You can find out more about how the University may use, disclose, process and handle your personal information and health information by viewing the [Privacy Policy](#) and [Privacy Management Plan](#).