



Confidentiality Statement

Bath Spa Careers and Employability service works in accordance with the Association of Graduate Careers Advisory Services (AGCAS) Code of Practice. The guidance process is confidential and we aim to make this clear to everyone we see for an individual careers appointment. We will not pass on personal information without the individual's permission.

We will make any limitations on this clear at the earliest possible stage, including:

- Short 10-15 minute 'drop in' discussions with a Job Shop, Placements or Graduate Opportunities staff member, which may take place in the careers resources area which is not private.
- The right, in exceptional circumstances, to pass on personal information, where there is a legal or safeguarding imperative. This will happen only in very exceptional circumstances, and will normally take place only following consultation with the Head of Careers and Employability. We would normally seek to explain this to the individual concerned.

The factual data a student or graduate gives to Bath Spa Careers and Employability is used to compile anonymous statistics about the use of the Service. Careers Consultants share records of appointments on CareerHub with the students or graduates concerned. Other careers consultants will have access to such notes, for example, where an individual returns for follow-up sessions with another careers consultant.

Data Protection

The Careers and Employability service complies with the terms of the Data Protection Act 1998 - 2003 and the Freedom of Information Act 2000. See also the University Records Management Policy and the University Data Protection Policy.

<https://www.bathspa.ac.uk/media/bathspaacuk/about-us/governance/policies/Records-Management-Policy-v1.3-13.01.2017.pdf>

<https://www.bathspa.ac.uk/about-us/governance/policies/data-protection-policy/>

This includes ensuring personal data is kept safe from unauthorised access, accidental loss or destruction.