UKMC Career App

Privacy notice

Version 1.2 · November 2026

How UK Management College uses your information when you use the UKMC Career App. Please read it alongside the College's Student Privacy Notice, which covers your student record more generally.

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1. Who we are and how to contact us

UK Management College Ltd ("UKMC", "the College", "we") is the data controller for the personal information processed through the UKMC Career App ("the app"). If you have any question about this notice or about how the app uses your information, contact the College's Data Protection Officer:

- Email: dataprotection@ukmc.ac.uk
- Post: Data Protection Officer, UK Management College, 1121 Ashton Old Road, Openshaw, Manchester, M11 1AA

2. What the app is for

The app holds your **Employability Register**: a record of where you are in your career, where you want to get to, the skills you are building and the milestones you reach, kept from admission through to after you complete your programme. It also lets you book appointments with your Personal Academic Tutor, a Careers Adviser or the Wellbeing Team, message them, build CVs, practise interviews, and see opportunities from the Careers team.

3. The information we hold about you

Your student details, loaded from the College's student records system before you create an account: your name, the email address the College holds for you, your Student ID and person code, campus, course, programme, awarding university, the stage you are at (level and semester), your teaching group, your assigned Personal Academic Tutor and your enrolment status.

Your account: your password (stored only as a secure hash, never as text), when you joined and last signed in, one-time verification codes (also stored only as hashes), your sign-in sessions, and a record of the consent you gave at sign-up.

Your Employability Register, which you write yourself:

- your current employment, sector and responsibilities
- your career goal
- your skills self-assessments
- your milestones, and whether your tutor has agreed them
- your semester updates and reflections
- your own rewrites of your module learning outcomes
- the Celebration Week tasks you complete
- outcomes you add after completing your programme

Your CVs: each version you create, the role it was written for and its content.

Interview practice: which question sets you practised and the reflections you write afterwards.

Appointments: the service, whether online or on campus, the campus, date and time, the note you add about what you want to discuss, and whether you cancelled.

Messages: what you and College staff write to each other in the app, when, and when it was read.

Opportunities: which roles you register interest in, and when.

Feedback from staff: comments College staff write on your CVs and interview reflections, and their decisions on your milestones.

Account deletion requests: if you ask for your account to be deleted, your reason, when you asked, any notes Academic Office staff make of emails and calls with you about it, and their decision and the reason for it.

Notifications: if you allow notifications, a token that identifies your phone to Google's notification service, and whether the phone is Android or iOS.

Problem reports: if you use "Report a problem", what you write, the screen you were on, the app version, your phone's model and operating system version, and the last few requests the app made that failed. If you are not signed in, an email address if you choose to give one.

Some of what you write is free text. If you choose to include information about your health, wellbeing or personal circumstances, for example in a message to the Wellbeing Team or in an appointment note, we treat it as sensitive information and handle it as described in section 5.

What the app does not collect

The app does not collect your location, contacts, photos, camera or microphone. It contains no advertising, analytics or tracking software, and it does not read information from other apps. The app stores your sign-in session on your phone, encrypted, and deletes it when you sign out. If you choose **Save a copy to this phone** (see section 10), a copy of your data is saved to your phone; that copy is yours, and the College cannot see or delete it.

4. Where the information comes from

- **The College's student records system**, for your student details.
- **You**, for everything you write in the app.
- **College staff**, for feedback, milestone agreements, messages and appointment records.
- **Your phone**, for the notification token, and only if you allow notifications.

5. Why we use your information, and our lawful basis

What we use it for	Our lawful basis under UK GDPR
To keep your Employability Register and support your employability development as part of your programme.	Performance of your student contract with the College, and our legitimate interest in supporting your progression. At sign-up you also agree to your register being kept and reviewed by your Personal Academic Tutor.
To let you book and manage appointments with your tutor, Careers Advisers and the Wellbeing Team, and to message them.	Performance of your student contract, and our legitimate interest in providing academic, careers and wellbeing support.
To let you build CVs, practise interviews, and see and register interest in opportunities.	Our legitimate interest in supporting your employability.
To send you notifications about new messages and new feedback from staff.	Your consent, which you give by allowing notifications on your phone and can withdraw at any time in your phone's settings.
To handle a request to delete your account, and keep a record of how it was answered.	Our legal obligation to respond to requests to erase personal data, and our legitimate interest in making sure you are supported before your account is closed.

To keep the app secure and working: sign-in, verification codes, sessions, and monitoring of the service.	Our legitimate interest in running a secure service, and our legal obligation to keep personal data secure.
Where you choose to share information about your health, wellbeing or personal circumstances.	Your explicit consent, given by your choice to write it. The Wellbeing Team uses it only to support you.

6. Who can see your information

You can see everything in your own register. No student can see another student's information.

Your Personal Academic Tutor can see your student details, your employment and career goal, your register progress, your milestones, your semester updates and reflections, your rewrites of your module learning outcomes (so they can review your progress), appointments you book with your tutor or a Careers Adviser including the note you add, your CVs and interview reflections when giving you feedback, and the messages you and your tutor send each other.

If you move to another teaching group, your new Personal Academic Tutor takes over your conversation with your tutor, including earlier messages, so they can continue to support you, and can see the rest of your register as described above. Your previous tutor no longer sees any of it.

Your tutor cannot see your Wellbeing appointments, your messages to the Wellbeing Team, your Celebration Week checklist, or the outcomes you add after completing your programme.

The Wellbeing Team can see a list of the students at the campuses they cover (name, Student ID, course and enrolment status), and Wellbeing appointments and messages for those students. They cannot see your register. What you write to the Wellbeing Team is not shared with your tutor.

Staff managers (College staff who manage the app's staff, such as the Careers and Employability Lead) can see how many students each member of staff supports, by campus and teaching group, but not students' names or registers. To correct a student's teaching group, a staff manager can look up one student by Student ID, which shows that student's name, course, group and tutor, and move them to another group of the same course.

The Academic Office reviews requests to delete accounts. If you make one, they can see your reason, your student details (name, email address, Student ID, course, campus, stage, teaching group and enrolment status), your Personal Academic Tutor's name and email address, when you created your account, and the history of the request. They cannot see your register.

Careers Advisers can see appointments booked with them, and the Careers team can see which roles you have registered interest in.

Academic Services staff can see messages you send to Academic Services.

College IT staff who run the app can access the systems it runs on for maintenance, security and support, under the College's IT Data Protection and Data Security Policy.

Staff members' names are shown to you on their messages, appointments and feedback.

7. Who we share your information with

We do not sell your information, use it for advertising, or share it with anyone outside the College, except the service providers below, which process it only on our instructions and under contract:

- **Microsoft (Azure)** hosts the app's servers and database in the United Kingdom, and provides the email service that sends you verification codes and account notices.
- **Google (Firebase Cloud Messaging)** delivers notifications to your phone. When a notification is sent, Google receives your phone's notification token and the notification content described in section 8. Google may process this information outside the UK. These transfers are covered by Google's standard data protection terms, which include safeguards recognised under UK data protection law.

- **Google (Firebase App Distribution)** sends you the invitation to install the app while it is distributed outside the app stores. For this, Google receives the email address the College holds for you, and records whether you accepted the invitation and downloaded the app. The same terms and safeguards apply.

If you install the app from Google Play or the App Store, the store's own terms and privacy policy cover your use of the store.

We do not share your app information with the University of Wolverhampton or any other awarding body through the app. Your student record held by the College's student records system is covered by the College's Student Privacy Notice. We may disclose information where the law requires it.

8. Notifications and your lock screen

If notifications are on, a new message from College staff appears on your phone showing the sender's name and the first part of the message, up to 140 characters. Depending on your phone's settings this can appear on the lock screen.

Messages from the Wellbeing Team are an exception. A notification about a wellbeing conversation shows only that you have a new message. It does not show who sent it and it does not show any part of what they wrote, so nothing about your contact with the Wellbeing Team appears on your lock screen.

Feedback from your tutor. When your tutor leaves feedback on a CV or an interview reflection, the notification shows their name and what the feedback is about, for example "Left feedback on your CV for Marketing Assistant". It does not show the feedback itself.

You can turn notifications for the app off at any time in your phone's settings; the app continues to work without them.

9. How long we keep your information

- **While you are a UKMC student, and for 6 years afterwards** as part of your record as a former student, so that you can keep adding outcomes and the College can continue to support you. At the end of that period your information is deleted. Entries in your register are kept as they were written: an update adds to the record rather than replacing it, and a cancelled appointment stays on your record marked as cancelled.
- **If you ask for your account to be deleted**, you do so in the app under **Me › Account and data › Request account deletion**, giving your reason. The Academic Office reviews every request and may contact you by email or phone to talk it through first. You will have an answer within **30 days**, in the app and by email. Your account stays open until then, and you can withdraw the request at any time while it is waiting.
- **If your request is approved**, your account is deactivated immediately and you are signed out on every device. Your information is kept for **30 days** so you can restore the account using the code we email you. After 30 days it is **permanently erased**: your register, CVs, reflections, appointments, messages, staff feedback, consent records and notification registrations are all deleted and cannot be recovered. Deleting your account does not withdraw you from your programme and does not affect your student record held by the College's student records system.
- **If your request is put on hold or declined**, we tell you why. You can contact the Data Protection Officer if you disagree, complain to the Information Commissioner's Office (section 10), or ask again.
- **The record of a request.** When an account is erased, we keep a record that a deletion request was made, when, and how it was answered, so we can show it was handled properly. Your reason, any notes, and anything that identifies you are removed from it.
- **Notification tokens** for a phone you sign out of are deactivated immediately.
- **Sign-in sessions** end after 7 days without use.
- **Problem reports** are kept while your account exists and deleted with it. A report sent without signing in is kept for 6 months and then deleted.

10. Your rights

Under UK data protection law you have the right to:

- **Access your information.** In the app, go to **Me › Account and data › View and download my data**. This shows you everything the app holds about you, including your register, CVs, messages, appointments and the feedback staff have recorded, and lets you save a copy to your phone. You can also make a subject access request using the form on the College's Policies & Legislation page (ukmc.ac.uk/privacy-policy) or by emailing dataprotection@ukmc.ac.uk. We respond within one month.
- **Correct your information.** Your register, CVs and goals are yours to update in the app. For your student details, contact the Student Academic Office.
- **Erase your information.** Ask for your account to be deleted in the app under **Account and data › Request account deletion** (see section 9), or contact the Data Protection Officer. We answer within 30 days. If we do not delete it, we tell you why and how to complain.
- **Restrict or object** to how we use your information, by contacting the Data Protection Officer.
- **Take your information with you.** The in-app download is provided in a standard, machine-readable format.
- **Withdraw consent** at any time: turn notifications off in your phone's settings, or contact the Data Protection Officer for anything else. Withdrawing consent does not affect what was done before you withdrew it.
- **Complain.** Please contact the Data Protection Officer first so we can put things right. You also have the right to complain to the Information Commissioner's Office: ico.org.uk, 0303 123 1113, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

11. How we protect your information

- Everything sent between the app and our servers is encrypted (HTTPS and TLS).
- Your sign-in session is stored in your phone's secure keychain. Apart from a copy of your data you choose to save (section 3), it is the only thing the app keeps on the device.
- Passwords and one-time codes are stored only as hashes and are never written to logs.
- Access to your information is limited by role, as set out in section 6, and staff can only reach the students they are responsible for, apart from the single-student look-up a staff manager uses to correct a teaching group.
- The servers and database are hosted in the United Kingdom, with automated daily backups.

12. Changes to this notice

This is version 1.2 of this notice, published in November 2026. If we make a significant change to how the app uses your information, we will tell you in the app before it takes effect and update this notice.

What changed in version 1.2:

- You no longer delete your account yourself. You ask for it to be deleted, and the Academic Office reviews the request and answers within 30 days (sections 3, 5, 6, 9 and 10).
- The Academic Office can see a deletion request and the details needed to answer it (section 6).
- You can be notified when your tutor leaves feedback on your CV or interview reflections (sections 5 and 8).

What changed in version 1.1:

- Your Personal Academic Tutor can see your rewrites of your module learning outcomes (section 6).
- If you move teaching group, your new tutor takes over your conversation with your tutor (section 6).
- The Wellbeing Team's list of students at their campus, and staff managers, are described (section 6).
- Google's role in sending invitations to install the app is described (section 7).

- You can view your data in the app and save a copy to your phone (sections 3 and 10).
- Your student details now list your person code, programme, stage and teaching group (section 3).
