### IAD_identity_blackInstitute for Academic Development

University of Edinburgh

### Research Staff Career Development Consultations: Privacy statement

### Information about you: How we use it and with whom we share it

We will use the information you provide in the booking form, and any subsequent supporting information you submit for your consultation meeting, to allow the IAD Research Staff Careers Consultant to prepare for and manage your 1-1 consultation. We may also use the information to keep a record of the meeting and communicate with you after, to provide any additional career advice as necessary.

We will not share your data with any third party. The IAD’s Research Staff Careers Consultant will view all information submitted, and colleagues from the Careers Service and IAD may view the information if necessary for any follow-up support.

IAD will hold the personal data you provide us for up to 1 month after your last contact.

We do not use profiling or automated decision-making processes.

University Privacy Notice:

<https://www.ed.ac.uk/records-management/notice>

If you have any questions, please contact: [ResearchStaff.Careers@ed.ac.uk](mailto:ResearchStaff.Careers@ed.ac.uk)