

# Lifepilot Data Processing, Management, Security Statement

<https://life-pilot.co.uk>

Date of statement: Reviewed January 2023.

To be reviewed: January 2024

## 1. Purpose

The purpose of this document is to describe relevant policies and procedures regarding privacy and security which have been developed in order to help identify and reduce risk and to comply with all current data protection legislation including the requirements of the General Data Protection Regulation (GDPR) 2018.

The lawful basis for processing the data is the fulfilment of a **'public task'**; assisting universities in their obligations to increase participation in higher level study for part time and mature learners. The other lawful basis for processing the data is through **'consent'** as all users provide consent when proceeding through the registration process.

This documents sets out how Lifepilot manages user data and describes what data is collected and how it is used.

Lifepilot is a free to use website for 19+ adults interested in getting back into learning and eventual progression to higher level study.

Users can register on the site so that they can save their choices in 'My Career Tools'.

**Only at the point of registration is user data collected and stored, students can use the main part of Lifepilot without registering.**

The website is co-funded through a consortium of universities linked to their Access Agreement requirements.

## 2. What information do we require 19+ adults to provide?

To access the My Career Tools, users of the website register with the following details:

- First name
- Last name
- Email address
- Postcode and Local Authority area
- Password (they create this)

## 3. What information is stored?

When users use My Career Tools they can:

- Save results from a 'Resource Finder' quiz,
- Complete and save a 'HE Skills Map' which helps them identify and record their skills for CVs and personal statements,
- Save Job sectors, jobs, providers, courses in the Career Tools,
- Save results from a 'Route Planner' showing qualifications that might be of interest,
- Write and save action points on a 'To Do List'

User data is stored on the Lifepilot Admin area. The user data that is stored is:

- First name
- Last name
- Email address

- Postcode and Local Authority area

An admin coordinator with access rights can see the stored data. The administrator can access this information to help with access issues.

#### 4. Requesting consent from users

Lifepilot users who are 21+ register directly onto the Lifepilot website to create their Career Tools record.

When users register and have entered their personal information (2) they will be required to check a box to confirm they have read the Lifepilot Terms of use. The following statement explains the Terms of Use.

##### Terms of use

Thank you for providing your name, email address, postcode and local authority area. Lifepilot will keep this information safe in the Lifepilot admin site.

You can access and change your details at any time by logging in to your account.

You can close your account and have your record deleted at any time by contacting <mailto:lifepilot@bath.ac.uk>.

When you have completed the registration process in 'My Career Tools' you can:

- Save results from a 'Resource Finder' quiz,
- Complete and save a 'Skills Map' which helps you identify and record your skills for CVs and personal statements,
- Save your choices of jobs, courses and providers,
- Save results from a 'Route Planner' showing qualifications that might be of interest,
- Write and save action points on a 'To Do List'

If you have ticked to confirm you are happy for 'Lifepilot to email me for feedback' then you might, on occasions, but no more than once a year, be asked to complete a feedback survey or contribute to our Matrix award process where an assessor checks with users that we are providing impartial careers information.

Your first name, surname, email address, postcode and local authority area can be seen by the Lifepilot Central Team. Your information is not used for any purpose other than to make contact with you if you have agreed we can ask for your feedback.

The personal data is required to ensure that every user is unique and to enable them to access, retrieve and adapt their My Career Tools data.

#### 5. How is the data used?

The data is stored on Lifepilot so that individual students can access their information.

#### 6. How long do we keep the data?

Lifepilot is for adults who are 21+. A user record will be deleted on request by contacting [lifepilot@bath.ac.uk](mailto:lifepilot@bath.ac.uk)

## **7. Who manages the data?**

The data from all users will be managed by the Central Careerpilot Team (CCT). The CCT is based at the University of Bath and the legal team at the university have agreed this statement and the security team have checked that the CCT are storing all data safely.

## **8. Will the CCT contact users?**

On the registration form users can indicate whether they agree to being contacted for feedback. If consent is agreed then users might, on occasions, but no more than once a year, be asked to complete a feedback survey or contribute to our Matrix award process where an assessor checks with users that we are providing impartial careers information.

## **9. How do we inform Lifepilot users about data processing and security?**

All statements related to data security processing, storage and compliance will be available to access via a link on the Lifepilot Home Page headed 'Data Policy'.

## **10. Contact us:**

Careerpilot/Lifepilot Central Team  
University of Bath  
Claverton Down  
West 6.2  
Bath BA2 7AY  
Contact: [lifepilot@bath.ac.uk](mailto:lifepilot@bath.ac.uk)  
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