

From: Freedom of Information

Sent: 21 June 2021 15:54

To:

Subject: Freedom of Information Response (Our Ref: K/21/305)

Dear

Freedom of Information Response (Our Ref: K/21/305)

Thank you for your Freedom of Information (FOI) request dated 25 May 2021, reference K/21/305.

Your request read:

- (1) "Does your university have an active policy in place regarding which companies the careers department does and does not assist in recruiting university members? This may be a policy specific to the careers department, or a wider policy which also applies to the careers department.

For the purpose of this FOI, 'university members' includes:

- Current students, both undergraduate and postgraduate
- Alumni and former students of the university

For the purpose of this FOI, 'recruiting' refers to any situation, in which the careers department plays a part, where university members are a potential source of employees or volunteers to a third party outside of the university. This includes:

- Events in which the careers department is an organiser
- Digital media controlled by the careers department, including websites, webpages, social media and mailing lists
- Physical materials from the careers department, such as mailings, posters, leaflets and brochures

- (2) If your university does have an active policy in place regarding which companies the careers department does and does not assist in recruiting university members, please provide a copy of the policy either as an attachment to your response or through the inclusion of a link to where it is published on your website.

If this policy forms a part of a wider policy document, please specify which page we need to refer to in order to locate this information.

- (3) If your university does not have an active policy in place as outlined above, please can you confirm whether there are any exclusions in place regarding which companies the careers department does and does not assist in recruiting university members. If not in policy form,

exclusions might exist in the form of written guidelines or procedures. If any exclusions are in place please list what they are.”

The University of Leeds holds this information.

We have a policy in place which details terms and conditions for advertising an opportunity to students and graduates through the Careers Service (on the MyCareer vacancy portal). The policy is available [here](#).

We hope this information is helpful. If you have any questions about this email, however, please do not hesitate to contact us on foi@leeds.ac.uk

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you can request an Internal Review. Requests for Internal Review should be made in writing using the following contact information:

Post: Mr D Wardle
Deputy Secretary
The University of Leeds
Leeds
LS2 9JT

Email: foi@leeds.ac.uk

Requests for Internal Review should be submitted within 40 working days of receiving the University's response to your request. Further information about how the University manages Freedom of Information requests and about our complaints procedure is also available on our website (www.leeds.ac.uk).

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the review/complaints procedure provided by the University. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Sincerely
Chloe Wilkins
Freedom of Information Officer
University of Leeds