

Fergus Green
request-758575-397189ab@whatdotheyknow.com

22 June 2021
Our Ref: FOI/2021/247

Dear Fergus

Your Freedom of Information Request

Thank you for your email, which was received by the University on 25 May 2021. The University's response is set out in the enclosed document.

Your right to seek a review

Should you be dissatisfied with the way in which the University has dealt with your request, you have the right to require us to review our actions and decisions. If you wish to request a review, please contact the General Counsel, Aston University, Birmingham, B4 7ET or e-mail: foi_requests@aston.ac.uk within 40 working days. Your request must be in a recordable format (letter, email, audio tape, etc). You will receive a full response to your request for review within 20 working days of its receipt.

If you are dissatisfied with the way in which we have handled your request for review you may ask the Information Commissioner to review our decision. You must submit your complaint in writing to the Commissioner within 6 months of receiving the response to review letter. The Commissioner may be contacted at:

Address: Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

Tel: 0303 123 1113 / 01625 545 745 (+44 1625 545 745 if calling from overseas)
Fax: 01625 524 510

E-mail: notification@ico.gsi.gov.uk
Website: <http://www.ico.gov.uk/>

Yours sincerely

Lote Puske

Lote Puske
Paralegal

Your request	Our response
<p>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.</p> <p>For the purpose of this FOI, 'university members' includes:</p> <ul style="list-style-type: none"> - Current students, both undergraduate and postgraduate - Alumni and former students of the university <p>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:</p> <ul style="list-style-type: none"> - 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 <p>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.</p> <p>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.</p> <p>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</p>	<p>The Careers and Placements Services operates in accordance with the University's policies and procedures, which are published on the website. Please refer to https://www.aston.ac.uk/about/statutes-ordinances-regulations/publication-scheme/policies-regulations.</p>

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.