

# GLOBAL INTERNSHIPS PROGRAMME

## TERMS OF ENGAGEMENT 2019-20

UCL's Global Internships Programme is a scheme dedicated to helping connect UCL students with host organisations based outside of the UK. Internships advertised via the programme are expected to provide a meaningful, developmental learning opportunity for the intern and have a positive impact on the organisation. These Terms of Engagement are in addition to UCL's usual [advertising policy and guidance](#).

### UCL Careers will:

- Provide advice on making your internship suitable for UCL students.
- Market the internship via the myUCLCareers portal, social media and targeted emails to relevant students.
- Collect and review applications from interested students and match these against your selection criteria to form a shortlist of suitable candidates.
- Send you the shortlisted applications, including the name, address, education, employment records and CVs (**Shared Data**) to be used only in connection with the Global Internships Programme.
- Seek case studies from organisations that successfully host an intern as part of the programme.

### UCL Careers will not:

- Advertise internships that do not comply with labour legislation in the host country.
- Advertise internships that require a particular nationality (unless they are exempt from discrimination provisions under the Equality Act or relevant international legislation).
- Shortlist on criteria that indicates, or could reasonably indicate, an intention to discriminate against the UK's [protected characteristics](#).
- Arrange or conduct interviews on your behalf, or assess candidates' competencies for the role.
- Manage the legal requirements of recruiting, such as checking immigration and/or visa status of the candidate, or conduct recruitment services such as pre-employment checks or payroll.
- Guarantee the successful selection of a candidate or be held responsible for the performance of students during the internship.
- Sign any agreements with the Host Organisation as all internships are undertaken optionally by the student and are not for course accreditation.

### The Host Organisation will:

- Ensure the internship complies with UCL's and [The Careers Group's standard advertising guidelines](#).
- Ensure the internship has been approved by your organisation (e.g. by HR and/or senior managers).
- Ensure compliance with the host country's labour legislation at all stages of the recruitment process, including checking candidates' eligibility to work.
- Hold appropriate employer's liability insurance to cover the intern at the workplace.
- Complete a Health & Safety checklist prior to having their internship approved and advertised.
- Provide full details of the internship, including duties, necessary skills, languages and/or experience (to be used to target and shortlist candidates), expected outcomes and the interview process.
- Provide a registered address for the internship to take place with suitable and safe facilities to enable the student to undertake their work.

- Provide some form of financial compensation, such as a salary (in line with local legislation) or other subsistence / benefits (e.g. accommodation and flights).
- Inform UCL Careers of the outcome of the recruitment process, at shortlist, interview and selection stage.
- Provide feedback about candidates, particularly those that are unsuccessful in the process.
- Agree to have a direct contract with the candidate, which outlines both employer and student responsibilities as well as terms and conditions such as pay, holiday allowance, sick leave and termination.
- Support the successful student with their visa application (if required), particularly if it requires an invitation letter from the host organisation.
- Assign a supervisor to support the intern during their internship, including giving feedback on performance.
- Acknowledge that UCL does not guarantee that any suitable candidates for the role will be found.
- Acknowledge that UCL will not have any liability to you (save in respect of liability that cannot be limited or excluded at law) in particular but without limitation, if it emerges that any student shortlisted by UCL is not suitable for the role.
- Acknowledge that the internship is undertaken optionally by the student and not for course credit.
- Comply with the Data Protection Requirements set out below.

## Data Protection Requirements

### You will:

- Comply with all the obligations imposed on a controller under the Data Protection Act 1998, until the effective date of its repeal (ii) the General Data Protection Regulation ((EU) 2016/679) (**GDPR**) and any national implementing laws, regulations and secondary legislation, for so long as the GDPR is effective in the UK, and (iii) any successor legislation to the Data Protection Act 1998 and the GDPR, in particular the Data Protection Bill 2017-2019, once it becomes law (**Data Protection Legislation**).
- Only use the Shared Data for the purposes of the management and administration of the Internship, including payment to the Intern and management of the relationship between the Organisation and the Intern (**Purposes**).
- Give full information to any data subject whose personal data may be processed under this agreement of the nature such processing including giving notice that, on the termination of this agreement, personal data relating to them may be retained by the Organisation;
- Process the Shared Data only for the Purposes;
- Not disclose or allow access to the Shared Data to any third party;
- Ensure that its employees, agents, contractors and representatives processing the Shared Data are subject to written contractual obligations concerning the Shared Data (including obligations of confidentiality) which are no less onerous than those imposed by this agreement;
- Ensure that it has in place appropriate technical and organisational measures to protect against unauthorised or unlawful processing of and/or accidental loss, destruction or damage to personal data, including the Shared Data.
- Not transfer any Shared Data outside the EEA unless the Organisation complies with the provisions of Articles 26 of the GDPR (in the event the third party is a joint controller); and ensures that (i) the transfer is to a country approved by the European Commission as providing adequate protection pursuant to Article 45 GDPR; (ii) there are appropriate safeguards in place pursuant to Article 46 GDPR; or (iii) one of the derogations for specific situations in Article 49 GDPR applies to the transfer.

**We will both:**

- Consult with the other party about any notices given to data subjects in relation to the Shared Data;
- Promptly inform the other party about the receipt of any data subject access request, provide the other party with reasonable assistance in complying with any data subject access request and not disclose or release any Shared Data in response to a data subject access request without first consulting the other party wherever possible;
- Assist the other party, at the cost of the other party, in responding to any request from a data subject and in ensuring compliance with its obligations under the Data Protection Legislation with respect to security, breach notifications, impact assessments and consultations with supervisory authorities or regulators;
- Notify the other party without undue delay on becoming aware of any breach of the Data Protection Legislation in relation to the Shared Data;
- at the written direction of UCL, delete Shared Data and copies on termination of this agreement unless required by law to store the Shared Data;
- Maintain complete and accurate records and information to demonstrate its compliance with these Data Protection Requirements and allow for audits by UCL or its designated auditor.