Team Privacy Notice

Notice owner	Director of Information Systems & QA
Date Agreed by SLT	9 December 2024
Last review	New
Review Date	9 December 2026

1. Scope

This notice applies to current and former employees, volunteers, interns, trustees, workers, contractors and anyone else who forms part of our team whose data is or was processed by the Young Gamers and Gamblers' Education Trust a company and charity registered in England and Wales whose registered office address is at 71-75 Shelton Street, Covent Garden, London, WC2H 9JQ (referred to in this document as "we", "us", "our" and "Ygam").

If you have any queries about these processes or how Ygam processes your personal data, please contact the Director of Information Systems & QA dataprotection@ygam.org.

2. Responsibilities

The People Director is responsible for ensuring that all potential data subjects have sight of this notice prior to the collection and/or processing of their personal data by Ygam.

3. What data does Ygam collect and why?

Ygam collects and processes a range of information about you as per the table on the following page

Purpose	Data subject affected	Categories of personal data	Lawful basis	Accessed by	Retained for
Applying for and interviewing for voluntary, employed or contracted roles with Ygam	Those applying for roles with Ygam	Full name, Telephone number, Address, Email, Job History, and any other you provide on your CV or otherwise choose to share with us	Legitimate interests being the recruitment of suitable team members to our roles	Employees External contractors supporting us with the recruitment process	1 year for those who are unsuccessful in their application. For those who are successful their data will be retained in accordance with the remainder of this policy
Offering you a conditional offer of employment and processing your proposed employment contract	Those who we provide with a conditional offer of employment	Full name, Telephone number, Address, Email, Job History, any other you provide on your CV or otherwise choose to share with us, proof of employment history such as payslip, employment contracts or P45, information about your criminal record (both spent and unspent sentences) in line with our DBS Policy, proof of qualifications, and information about your nationality and entitlement to work in the UK	Legitimate interests being offering employment to successful candidates	Employees External contractors supporting us with the recruitment process	6 years for all information except criminal record data which is kept for 3 years from the date of issue of your DBS certificate
Onboarding and managing our employees including paying them	Those who we employee	Full name, Telephone number, Address, Email, Date of birth, National Insurance number, Bank Account details, Emergency Contacts, Next of Kin, Marital Status, Pay Information, Health and Sickness information, equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief, your work history and performance	Contractual	Employees External contractors who support our employment processes	6 years from your last day of work. The exception is for salary and expense payment data, which will be retained for 6 years from the end of the financial year in which the payment was made.

Updating DBS records	Those who we require a DBS check for	Full name, Address, Email, information about your criminal record (both spent and unspent sentences) in line with our DBS Policy	Contractual	Employees External contractors who support our employment processes	3 years from the date of issue of your DBS certificate
Onboarding and managing our volunteers and trustees including paying them	Those who volunteer with us including trustees	Full name, Telephone number, Address, Email, Date of birth, National Insurance number, Bank Account details, Emergency Contacts, Next of Kin, Marital Status, Pay Information, Health and Sickness information, equal opportunities monitoring information, including information about your ethnic origin, health and your work history and performance	Legitimate interests being our legitimate interests of properly recruiting and managing our volunteers and trustees	Employees External contractors who support our processes	6 years from your last day of work. The exception is for salary and expense payment data, which will be retained for 6 years from the end of the financial year in which the payment was made.
Onboarding and managing our contractors and other team members including paying them	Those who we contract with	Full name, Telephone number, Address, Email, Date of birth, National Insurance number, Bank Account details, Emergency Contacts, Next of Kin, Marital Status, Pay Information, Health and Sickness information, equal opportunities monitoring information, including information about your ethnic origin, health and your work history and performance	Contractual	Employees External contractors who support our processes	6 years from your last day of work. The exception is for salary and expense payment data, which will be retained for 6 years from the end of the financial year in which the payment was made.
Providing recognition and rewards including providing socials and away days	Our employees, volunteers and trustees	Full name, telephone number, address, email, date of birth, dietary requirements, emergency contacts, health information, your work history and performance	Legitimate interests being the reward and recognition of our team members	Employees Third parties who support us in providing rewards and recognition	6 years from the reward or recognition

If you are required by law or under contract to provide your personal data to us and you choose not to then we will be unable to, as applicable, employ you, enter a contract with you or take you on as a volunteer or trustee.

4. How is data collected?

Ygam may collect this information in a variety of ways. For example, data might be collected directly from you through application forms, CVs, onboarding forms or you might send us copies of documents such as your passport, for example, or we might collect it during interviews or assessments.

In some cases, we may collect personal data about you from third parties, such as references supplied by former employers and information from employment background check providers.

In some cases, personal data will be generated about you by our systems, such as when you are assigned an ID on our Payroll and HR management system.

Data will be stored in a range of different places, including in your personnel file, in our Payroll and HR management system, and in other IT systems (including the Ygam email system).

We do not make decisions based solely on automated processing, including profiling.

5. Lawful bases for processing

To store and process personal data, Ygam relies on four lawful bases:

- where you have given consent - UK GDPR, Art. 6 (1) (a)
- for the performance of a contract with you or to take steps at your request before entering into a contract - UK GDPR, Art 6 (1) (b)
- to comply with our legal and regulatory obligations - UK GDPR, Art 6 (1) (c)
- for our legitimate interests or those of a third party - UK GDPR, Art. 6 (1) (f)

The application of a specific lawful basis to a specific processing activity is set out in table 1 above.

Where Ygam is required to have a condition for processing special category data under Article 9 of the UK GDPR, that condition will be Article 92b - Employment and social security and social protection law.

6. Change of purpose

Ygam will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so. We will also conduct any necessary risk assessments such as DPIAs.

We may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

7. Who has access to data?

Your information may be shared internally, including the People Team and wider Business Services Team (e.g. Finance, Quality Assurance), if access to the data is necessary for performance of their roles and where required by law. We share your data with third parties to obtain pre-employment references from other employers and to obtain employment background checks from third-party providers

We also routinely share personal data with:

- our Payroll software provider
- our provider of accounting software, Xero
- our HR software provider, Breathe HR
- third parties we use to help enable our organisation to run effectively, e.g, software providers, IT support providers, delivery companies
- other third parties we use to help us run the charity, e.g. consultants or website hosts
- our insurers and brokers
- our funders and delivery partners
- your referees when we request a reference from them or discuss your application with them
- our trustees
- third parties that enable us to provide our benefits, recognition and rewards e.g. gift providers, restaurants, hospitality providers
- our pension provider
- our health insurance provider
- our funders
- our bank

We only allow those organisations to handle your personal data if we are satisfied that they take appropriate measures to protect your personal data. We also impose contractual obligations on them to ensure they can only use your personal data to provide services to us and to you.

We or the third parties mentioned above occasionally also share personal data with:

- our and their external auditors, e.g. in relation to the audit of our or their accounts, in which case the recipient of the information will be bound by confidentiality obligations;
- our and their professional advisors (such as lawyers and other advisors), in which case the recipient of the information will be bound by confidentiality obligations; or
- law enforcement agencies, courts, tribunals and regulatory bodies to comply with our legal and regulatory obligations.

We do not allow our third-party service processors to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

8. Transferring your personal data out of the UK and EEA

Countries outside the EEA and the UK have differing data protection laws, some of which may provide lower levels of protection of privacy.

We generally do not transfer your personal data to countries outside of the UK or EEA but sometimes it is necessary for us to do so. In those cases, we will comply with applicable UK and EEA laws designed to ensure the privacy of your personal data.

As we are based in the UK, we will also transfer your personal data from the EEA to the UK.

Under data protection laws, we can only transfer your personal data to a country outside the UK/EEA where:

- in the case of transfers subject to UK data protection law, the UK government has decided the particular country ensures an adequate level of protection of personal data (known as an '**adequacy regulation**') further to Article 45 of the UK GDPR;
- in the case of transfers subject to EEA data protection laws, the European Commission has decided that the particular country ensures an adequate level of protection of personal data (known as an '**adequacy decision**') further to Article 45 of the EU GDPR;
- there are appropriate safeguards in place, together with enforceable rights and effective legal remedies for you; or
- a specific exception applies under relevant data protection law.

Where we transfer your personal data outside the UK, we do so on the basis of an adequacy regulation or (where this is not available) legally-approved standard data protection clauses recognised or issued further to Article 46(2) of the UK GDPR. In the event we cannot or choose not to continue to rely on either of those mechanisms at any time, we will not transfer your personal data outside the UK unless we can do so on the basis of an alternative mechanism or exception provided by UK data protection law and reflected in an update to this policy.

Where we transfer your personal data outside the EEA, we do so on the basis of an adequacy decision or (where this is not available) legally-approved standard data protection clauses issued further to Article 46(2) of the EU GDPR. In the event we cannot or choose not to continue to rely on either of those mechanisms at any time we will not transfer your personal data outside the EEA unless we can do so on the basis of an alternative mechanism or exception provided by applicable data protection law and reflected in an update to this policy.

9. How we store your personal data

Your personal data is securely stored.

We keep most of your data for 6 years after your last day of employment with us. The exceptions are:

- DBS data, which we keep for 3 years from the date of issue

- salary and expense payment data, which we keep for 6 years from the end of the financial year in which it was paid
- data for unsuccessful applicants which we keep for 1 year after the unsuccessful application.

At the end of the relevant retention period, we securely destroy the data and do not use it for any other purposes.

10. Your rights

Under the UK GDPR, you have rights including:

- **your right of access** - You have the right to ask us for copies of your personal information.
- **your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.
- **your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.
- **the right to withdraw consents** - If you have provided us with a consent to use your personal data you have a right to withdraw that consent easily at any time. You may withdraw consents by emailing dataprotection@ygam.org. Withdrawing a consent will not affect the lawfulness of our use of your personal data in reliance on that consent before it was withdrawn.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

You may exercise any of your rights in relation to your personal data by writing to the Director of Information System & QA at dataprotection@ygam.org.

11. Contacting us or complaints

You may exercise any of your rights in relation to your personal data by contacting the Director of Information Systems & QA at dataprotection@ygam.org.

You can also complain to a supervisory authority if you are unhappy with how we have used your data. In the UK, the supervisory authority is the Information Commissioners Office (ICO). Their details are as follows:

The ICO's address:

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

Helpline number: 0303 123 1113

ICO website: https://www.ico.org.uk