YOUNG ENTERPRISE

People's Privacy Notice

We are Young Enterprise (YE) and for the purposes of UK Data Protection Law we are the data controller for the personal data collected by the organisation.

This Privacy Notice explains when and why we collect personal information about you, how we use it and the conditions under which we may disclose it to others. Your personal data is defined as any information that can directly or indirectly identify you. This notice also explains how we keep your data safe and secure and includes information you need to know about your rights and how to exercise them.

If you have any questions about how we process your information, please reach out to us at info@y-e.org.uk

1. EMPLOYEES/ FREELANCERS/ JOB APPLICANTS

We collect your personal information from you when you apply for a job or self-employed role or are employed with our organisation. In some cases, we will collect data about you from third parties, such as employment agencies or former employers when gathering references.

The information we collect about you includes:

1. personal details such as name, address, phone numbers
2. name and contact details of your next of kin
3. your photograph, your gender, marital status
4. information of any disability or other medical information you have disclosed
5. right to work documentation
6. information gathered via the recruitment process such as that included in a CV, cover letter or application form, references from former employers, details on your education and employment history etc
7. National Insurance number, bank account details and tax codes
8. Information relating to your employment with us (e.g. job title, job description, salary, terms and condition of the contract, annual leave records, appraisal and performance indication, formal and informal proceedings involving you such as letters of concern and disciplinary, disciplinary and grievance proceedings.)
9. Internal and external training modules undertaken
10. Information on time off from work including sickness absence, family related leave etc
11. IT equipment use including telephones and internet access

Lawful basis for processing and retention:

We mainly use 'contractual obligation' as a lawful basis for processing personal data for employees, freelancers and self-employed contractors. For job applicants that are unsuccessful, we rely on legitimate interest to store their information.

Some special categories of personal data, such as information about health or medical conditions is processed in order to carry out employment law obligations (such as those in relation to colleagues with disabilities and for health and safety purposes). We may also process other special categories of personal

data, such as information about ethnic origin, sexual orientation, health or religion or belief for the purposes of equal opportunities monitoring.

When processing criminal records (for example, in order to perform DBS check or in accordance with our Recruitment of Ex-Offenders Policy), YE relies on the lawful basis of legitimate interest. When processing special category of data and criminal records, we rely on additional conditions of the UK GDPR and DPA 2018.

This data is stored in line with YE's retention periods.

2. VOLUNTEERS/ TRUSTEES

When you engage with us as a volunteer or trustee, we may collect the following information about you:

1. personal details such as name, address, date of birth, phone numbers, email address, health information for reasonable adjustments
2. employment background, emergency contact details
3. Safeguarding information and DBS checks
4. internal and external training modules undertaken
5. bank details for reimbursing any expenses such as travel

Lawful basis for processing and retention:

We rely on legitimate interests to process your information. For processing health information to provide special requirements or reasonable adjustments, we rely on legitimate interest read with employment, and health and social care, and conditions from the DPA.

When processing criminal records (for example, in order to perform DBS check or in accordance with our Recruitment of Ex-Offenders Policy), the organisation relies on the lawful basis of legitimate interest along with additional conditions of the UK GDPR and DPA 2018.

To comply with our duty of care and safeguarding, we may need to pass some information raising safeguarding concern with the authorities. In such circumstances, we apply vital interest and substantial public interest along with safeguarding as our lawful basis. We process your information in line with our retention schedule.

If you wish to contact us regarding the processing of your data, please email us at: volunteer.support@y-e.org.uk

3. Common Information for everyone:

Your rights:

Under data protection laws in the UK, you have certain rights over the personal information that we hold about you. If you would like to exercise your rights, please get in contact with any of the details listed above. Here is a summary of the rights we think apply:

a. **Right to be Informed**

You have the right to be informed as to how we use your data and under what lawful basis we carry out any processing. This Privacy Notice sets this information out however if you would like further information, please get in touch.

b. **Right of Erasure – also known as the right to be forgotten**

You may ask us to delete some or all of your information we hold about you. In instances where we have legal obligation to retain the data, we will do so for the required legal timeframe.

c. **Right to Object**

You have the right to object to processing where we are using your personal information such as where it is based on legitimate interests or for direct marketing.

d. **Inaccurate personal information corrected**

Inaccurate or incomplete information we hold about you can be corrected. The accuracy of your information is important to us and we are working on ways to make this easier for you to review and correct the information that we hold about you. We will also carry out an annual accuracy check. If any of your information is out of date or if you are unsure of this, please get in touch through any of the contact details listed in this notice.

e. **Right of restriction**

You have a right to restrict the processing of some or all of your personal information if there is a disagreement about its accuracy, or we are not lawfully allowed to use it.

f. **Right to Access your information**

You have a right to request access to a copy of your personal information that we hold about you, along with the information on what personal information we use, why we use it, who we share it with, how long we keep it for and whenever it has been used for automated decision making. You can make a request for access free of charge and proof of identity is required. We will provide you with the following information:

a) Confirmation that personal data about you is being processed

b) A copy of that personal data

c) Details of the purpose of the processing

d) Categories of the personal data concerned (e.g special category)

e) The period the personal information will be stored for or what the criteria are for determining the period of storage

g. **Automated decision making**

Automated decision-making takes place when an electronic system uses personal information to make a decision without human intervention. You have the right to question the outcome of automated decisions that may create legal effects or create a similar significant impact on you. We currently do not undertake automated decision making.

h. **Portability**

You can ask us to provide you or a third party with some of the personal information that we hold about you.

i. **Right to withdraw consent**

Where you have provided consent to our use of your data, you also have the right to withdraw that consent at any time. This means that we will stop processing your data

Marketing Communications

We may use your Consent to send you fundraising or marketing communications by post. If you prefer not to hear from us in this way, please get in touch by using any of the contact details listed in this notice.

Changes to our Privacy Notice

This privacy notice is kept under regular review. If we make any significant changes to the way in which we process your information, we'll make the required changes to this Privacy Notice and will notify you so that you can raise any concerns or objections with us.

When making less impactful changes, we'll update this notice and post a summary of the changes on our website.