

PRIVACY NOTICE

Participants

Introduction

Young Enterprise Scotland respects your personal information and undertakes to comply with all applicable data protection legislation currently in force.

Young Enterprise Scotland may use personal information provided by you either with your consent or on the basis of the following:

1. **Contract:** the processing is necessary for a contract we have with you
2. **Legal obligation:** the processing is necessary for us to comply with the law (not including contractual obligations)
3. **Vital interests:** the processing is necessary to protect someone's life
4. **Public task:** the processing is necessary for us to perform a task in the public interest or for official functions, and the task or function has a clear basis in law
5. **Legitimate interests:** the processing is necessary for our or your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests

Except as provided under these terms, the company will not disclose your personal information without your permission unless such disclosure is required by law or other court order.

You are entitled to request a copy of the information which the company holds about you. If you become aware that the personal information the company holds about you is inaccurate, you may request that we amend it. Any requests in this respect or any other correspondence relating to this notice should be directed to Geoff Leask.

Where processing is based upon consent, you have the right to withdraw consent at any time which will not affect the lawfulness of processing based on consent before its withdrawal.

For information on GDPR or if you have any concerns you should contact Geoff Leask.

How information about you will be used

The company collects information about you. This is to carry out and facilitate our service to you.

Sharing information

The below table provides information as to what information we hold on you and who we may share it with:

Type of information	Purpose of processing	Who it is shared with	Legal basis for processing this information	Retention period for keeping this information
Name, Email address, SQA number, phone number, date of birth,	To facilitate the provision of services to you	Internally: Shared with relevant trained personnel within Young Enterprise Scotland Externally: Peroosh (uploaded to their system), Young Enterprise, SQA	Legitimate interest: Processing is necessary for the provision of our services where you have signed up	2 years' after cessation of our services with you
Name, Email address, phone number,	To keep you updated with YES news and events	Internally: Shared with relevant trained personnel within Young Enterprise Scotland Externally: Peroosh (uploaded to their system), Young Enterprise	Consent: Young Enterprise Scotland will only provide you with news and updates where you have opted-in to receive these	Reviewed after 25 years of your provision of consent.
Name, Email address, phone number, date of birth, bank details	Assessment for grant applications	Internally: Shared with relevant trained personnel within Young Enterprise Scotland Externally: Peroosh (uploaded to their system), Young Enterprise, Sales Force System, HMRC	Legitimate interest: It is in your interest that we hold your data for assessment and payment of a grant (where applicable) Legal Obligation: To ensure that YES meets its tax obligations	2 years' after submission of the grant application Where you are successful and receive a grant this information will be retained for 7 years.

Next of kin information (Limited to first name and personal number)	To contact in the event of an emergency	Internally: Shared with relevant trained personnel within Young Enterprise Scotland Externally: Placement Providers, Volunteers	Legitimate interest: To contact someone in the event of an emergency	2 years' after cessation of YES' services.

Our IT providers, PCR and Microsoft who manage our cloud based storage systems may have access to personal data.

The Supervisory authority in the UK & NI is the ICO. Where you have a complaint regarding the handling of your data which you do not think can be handled internally, then you have the right to make a complaint to the ICO.