

PRIVACY NOTICE

Recruitment

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.

In accordance with the company's data protection policy, 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 it is amended. Any requests in this respect or any other correspondence relating to this notice should be done in accordance with the company's data protection policy.

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 and your obligations, 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:

1. Ensure that we can verify your identity
2. Ensure that we provide all contractual benefits to you, including paying your salary and pension contributions

Sharing information

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

| Type of information | Who it is shared with | Legal basis for processing this information | Retention period for keeping this information |
|---|---|---|---|
| <p>Personal details (name and address, email address, phone number, date of birth, qualifications, professional registrations, employment history, current salary, benefits package, terms of employment)</p> | <p>Internally shared with: HR and management.</p> <p>Qualifications: We may make contact with any training bodies / governing bodies you have declared to verify declared qualifications / registrations</p> <p>Employment history/ Details of previous terms of employment: References are sought from referees provided on commencement of employment</p> | <p>Legitimate Interest: to ensure that all relevant employment details are known to senior personnel within the business</p> <p>Legitimate Interest: to verify all declared qualifications have been undertaken by the candidate appropriate training / qualifications are provided or undertaken</p> <p>Legitimate Interest: References are obtained as part of our recruitment process to confirm the details provided by the candidate are accurate</p> | <p>Six months after the role has been filled or the end of the recruitment process (in the event that the role is not filled)</p> |
| <p>Information on any disabilities, for the purpose of making arrangements for interview</p> | <p>Internally shared with: HR and management.</p> | <p>Legitimate Interest: Special category data is processed in accordance with provision h) of Article 9 for the assessment of the working capacity of the employee</p> | <p>Six months after the role has been filled or the end of the recruitment process (in the event that the role is not filled)</p> |
| <p>Identity / Eligibility to work in the UK check</p> | <p>Internally shared with: HR and management.</p> <p>Externally shared with: UK Immigration & Visas/ Employers Checking Service</p> | <p>Legal Obligation: to ensure that we only employ candidates who have the legal right to work in the UK</p> | <p>Six months after the role has been filled or the end of the recruitment process (in the event that the role is not filled)</p> |
| <p>Driver's license details</p> | <p>Internally shared with: HR and management.</p> <p>Externally shared with: DVLA, Insurers</p> | <p>Legal obligation: to ensure that all employees are able to drive (where the role requires the candidate to drive)</p> | <p>Six months after the role has been filled or the end of the recruitment process (in the event that the role is not filled)</p> |

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| <p>Criminal record checks (current name, previous names, birth details, contact details, national insurance number, passport details, driving licence, national identity card, current address, address history)</p> | <p>Disclosure Scotland</p> | <p>Legal obligation: to ensure that candidates are legally able to work with children/vulnerable adults/ in a regulated environment</p> | <p>Six months after the role has been filled, the end of the recruitment process (in the event that the role is not filled) or the check being carried out, whichever is the later</p> |
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