

# PRIVACY NOTICE

## Volunteers

### 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, Social Media Accounts, Mobile phone number, Home address, Website, ID	<p>To liaise with you in order to support the provision of services to participants.</p> <p>To send you any updates on terms and conditions</p>	<p>Internally: HR and senior management, Local Area Teams</p> <p>Externally: Disclosure Scotland, Young Enterprise (UK)</p>	<p>Legitimate interest: To facilitate provision of Young Enterprise services for which you have volunteered</p>	<p>Six months after your last communication with Young Enterprise Scotland</p>
PVG Checks	<p>To ensure that suitability for working with vulnerable groups</p>	<p>CPO Officers: Mark Armstrong Michelle Lyden</p> <p>YE UK</p>	<p>Legal obligation: To ensure that volunteers are suitable to work with vulnerable adults</p>	<p>six months from date of receipt, unless in exceptional circumstances</p>
<p>Health and Safety Information (details of any aspect of health and safety including risk assessments, accident reports, health and safety manuals for which we require to take professional advice or report as required) Including personal details above where required</p>	<p>Externally shared with: The Health and Safety Executive and any other governing or professional body</p> <p>Internally shared with: Senior Management</p>	<p>Externally shared with: The Health and Safety Executive and any other governing or professional body</p> <p>Internally shared with: YES management team</p>	<p><b>Legal obligation:</b> to ensure that we meet our obligations regarding health and safety</p>	<p>Please see appendix one for the relevant retention periods</p>

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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.

## **APPENDIX ONE – Health and Safety Retention Periods**

<b>Regulation</b>	<b>Record Type</b>	<b>For the duration of employment plus the below retention period</b>
Control of Major Accident Hazard Regulations	All assessments, evaluation reports, practice drills etc	20 years'
Fire Safety Regulations	All assessments, maintenance records, training etc	5 years'
Reporting of Injuries, Disease and Dangerous Occurrences Regulations (RIDDOR)	Normal physical accidents	3 years'
	Health related illness	40 years'
Display Screen Equipment (DSE) Assessments	All assessments	3 years'
Control Of Substances Hazardous to Health Regulations (COSHH)	Anything pertaining to Health Surveillance of Employees (including COSHH Assessments, local Exhaust Ventilation Thorough Examinations & Occupational Health reports)	40 years'
	Records documenting cytotoxic substances and agents, as defined in the Control of Substances Hazardous to Health Regulations (COSHH, present/use)	40 years'
Dangerous Substances and Explosive Atmospheres (DSEAR)	Records documenting the conduct and significant findings of DSEAR assessments	40 years'
	Records documenting statutory thorough examination, testing and repair of plant and equipment provided to mitigate explosive atmospheres e.g. local exhaust ventilation systems	5 years'
Personal Protective Equipment Regulations	Records documenting the conduct and results of face fit testing of RPE	40 years'
Control of Asbestos Regulations	Anything pertaining to Health Surveillance of Employees (including asbestos surveys, air monitoring and Occupational Health Reports)	40 years'
Control of Lead Regulations	Anything pertaining to Health Surveillance of Employees (Occupational Health Reports)	40 years'
	Air Monitoring	5 years'
Control of Noise at Work	Anything pertaining to Health Surveillance of Employees (Occupational Health Reports, risk assessments)	40 years'
Control of Vibration at Work	Anything pertaining to Health	40 years'

	Surveillance of Employees (Occupational Health Reports, risk Assessments)	
The Work in Compressed Air Regulations	Anything pertaining to Health Surveillance of Employees (Occupational Health Reports)	40 years'
Ionising Radiation Regulations	Anything pertaining to Health Surveillance of Employees (Occupational Health Reports)	40 years'
Construction & Design Management Regulations	Scaffold inspections, Temporary works inspections and Excavation work inspections  Design Documentation	Kept on site for the length of the project and for three months after the project is completed  Retained for the life of the building or construction
Provision & Use of Work Equipment Regulations	Reports and documented inspections on power presses	3 years'
Lifting Operations & Lifting Equipment Regulations	Thorough Examination Report on Lifting Equipment & Lifting Accessories	5 years'  Until the Lifting equipment ceases to be used (EC declaration of conformity)
Pressure Systems Safety Regulations	Inspection, examinations, servicing of pressure systems	3 years'  Until the pressure system ceases to be used (Written Scheme of Examination)