

Young Enterprise NI Privacy Notice

The protection of personal privacy is an important concern of Young Enterprise NI. Young Enterprise NI adheres to The Data Protection Act 2018 and complies with its regulations. Young Enterprise NI undertakes to take all possible care to protect and personal data held whether in electronic or paper form. This privacy notice is intended to make you aware about the information we collect, store and how it is used.

What information do we collect:

We hold information on our Alumni, Volunteers, Business contacts, Educational contacts and in some of our programmes, young participants.

We collect information so we can communicate with and understand our stakeholders, to allow us to communicate and engage with the business and education sector, on relevant activities.

Young People/Children;

We collect limited individual personal data. This typically covers only names, date of birth, their school and an email address if given. This is to ensure programme eligibility and we can contact participants in essential circumstances.

Where we collect information:

When you give it to us DIRECTLY;

You may give us your information in order to sign up for an event, give us your feedback, make a donation or communicate with us.

When you give it to us INDIRECTLY

Your information may be shared with us by independent organisations, for example Volunteer Now or fundraising sites like Just Giving or Virgin Money Giving.

These independent third parties will only do so when you have indicated that you wish to support Young Enterprise NI and with your consent. You should check their Privacy Policy when you provide your information to understand fully how they will process your data. You have the right to withdraw this consent at any time.

Social Media

Depending on your settings or the privacy policies for social media and messaging services like Facebook, WhatsApp or Twitter, you might give us permission to access information from those accounts or services.

Website

Like most websites, we use “cookies” to help us make our site – and the way you use it – better. Cookies mean that a website will remember you. They’re small text files that sites transfer to your computer (or phone or tablet). They make interacting with a website faster and easier – for example by automatically filling your name and address in text fields.

How we use the information we hold

The type and quantity of information we collect and how we use it depends on why you are providing it.

We hold information to ensure we can coordinate our programmes, events & activities.

We will only use your information for the purposes in which it was provided. Where you are providing this on a paper form or on an e-form, we’ll explain more on those forms.

Volunteers

Information is used to help coordinate programme activities and opportunities for volunteering.

Typically, we collect Name, address, date of birth & contact details to keep a record of your relationship with us and keep in contact.

We will use it to know how you prefer to be contacted & understand how we can improve our communication with you & encourage better volunteering options. We may use this information to provide statistical reports for management purposes, and to report back to relevant supporters where appropriate.

Staff and participants on some programmes may have access to some basic personal information on relevant volunteers such as name & contact information, to aid communication and allow volunteers to fulfil their role as mentors & business advisors.

We may also collect certain ID documents for the sole purpose of verifying your identity and processing a background check with the relevant statutory agency should we deem it necessary.

We will hold this information until the check is completed, after which it will be destroyed. Young Enterprise NI adheres to the statutory agencies code of practice.

Where we have your consent, we may add your information to our alumni and/or Supporter database and use that information as set out in our Alumni & supporters section below. You have the right to withdraw this consent at any time.

Participants

We collect and manage only limited information from children and will manage it in a way which is appropriate to the age of the child.

Those participating in our Entrepreneurship programmes, Company, Team, Startup, Quickstart, Business Beginnings, we may collect names, ages, date of birth & contact details to assist in award ceremonies or participation in events & activities.

On limited occasions we may need to collect more detailed personal information to assist any travel requirements to conferences we help facilitate attendance.

We may also collect wider information as part of any accreditation we may administer on behalf of an awarding body. This will be explained at the start of the programme for those participating.

Images

During programmes and activities Images in photos and videos may be taken to demonstrate the impact of our programmes & also to recognise participant achievements. We work with schools/centres that run our programmes to identify any person whom approval for consent has **not** been obtained to take appropriate action.

Where we use these images to highlight & demonstrate the work we do, we will not identify names & details without your consent.

Alumni & Supporters

Any personal data that an alumnus submits to Young Enterprise NI will only be used to maintain contact with that alumnus, and will not be disclosed to any third party without the individual's express permission.

We may use your information to maintain contact with you and request feedback on how programmes have helped you with your employability skills or your career. We may also obtain information from various business contacts who are past or potential supporters who partner with us to meet the objectives of the charity.

You may give us consent to contact you if you have acted under a volunteering role.

We will use your information to maintain an accurate database to communicate about events, networking opportunities, gain feedback and/or highlight opportunities to support such as volunteering or raising funds.

Only officials approved by Young Enterprise NI will have access to this information. You have the right to withdrawn consent at any time.

If you support us through regular giving we may hold on record your bank details and any other data exclusively for the purpose of processing the donations at your request.

Access to this more sensitive information is limited to Young Enterprise NI personnel who process this.

We may combine information you provide to us with information available from public sources so that we can maintain up to date records and maintain contact. Typically, this will be if we understand your job role, employer, or any other relevant circumstance.

Security

We hold your information on our own secure network, which is protected against unauthorised access. Computers & laptops used by authorised personnel may contain personal data. All authorised personnel have been made aware of their confidentiality obligations in relation to the data held on these devices.

We may also use reputable third party online platforms to store information in a database.

If we believe your information has been accessed fraudulently/without our consent, we will let you know so you can consider any further security implications.

Access to your information

You have the right to request a copy of the information we hold about you, as well as the right of rectification and erasure; restriction of the processing; objection to processing and to data portability.

If you would like a copy of some or all of the information you can email [\[info@yeni.co.uk\]](mailto:info@yeni.co.uk). We aim to hold accurate, up to date information and so you can ask us to correct any information you think is inaccurate.

We will respond to this request within 21 days.

Data retention

We will retain your information until it is no longer needed or you are no longer interested in supporting our activities or charitable aims. In which case we will delete it, unless we have an obligation either by law or from other agreements.

Data Transfer

We may, depending on our chosen marketing tool, transfer limited information outside the EEA. This will affect those who consent to being on our marketing list(s) and further information is available via links on our marketing emails. We do not transfer any personal data related to other aspects of our activities, such as broader data on volunteers, young people and supporters, outside the EEA.

Changes to our privacy policy

We keep our privacy policy under regular review.

This policy was last updated on 8th Jan 2019

Who to contact:

Get in contact by emailing the data protection officer at info@yeni.co.uk
Our Data Protection officer is Oliver Brunton

Complaints;

You have the right to complain to the Information Commissioner's Officer (ICO). You can contact them by visiting:

ico.org.uk/concerns

Ph: 0303 123 1113

Young Enterprise NI is the data controller, and is a Company Limited by Guarantee, no. NI32769, Registered Charity No. XR21328,

Charity Commission for NI: tbc

Information Commissioner's Officer ("ICO")
Registration Number ZA301655