

Young Enterprise Data Protection Policy

The protection of personal privacy is an important concern of Young Enterprise NI. Young Enterprise NI adheres to the Data Protection Act 1988 and complies with its regulations. Young Enterprise NI undertakes to take all possible care to protect any personal data held whether on electronic media or on paper. The Young Enterprise Data Protection Policy sets out all of our data control measures. This data protection information is specifically designed to inform you about where your information will be stored as well as who will have access to it.

1. Regional Office Administration (ROA)

The following information about you will be held on the Young Enterprise administration website, called the ROA:

a. Personal Information - your volunteer registration number, title, name, date of birth, volunteer position, ethnicity, registration date, e-mail address, daytime telephone number, mobile number, area, region, and the programmes that you are interested in.

b. Disclosure Information - disclosure application form number, disclosure certificate number and date, decision made in relation to accepting you for volunteering with YE.

Personal Information - National insurance number, home address and business address (if provided/applicable), employer name, professional memberships (if provided/applicable)

The information in (1a) and (1b) will be taken from your volunteer registration paperwork including the Access NI application form. The information in (1a) will be accessible to Young Enterprise staff and board members only. In addition to the information in (1a) the volunteer department at Young Enterprise support centre will have access to the information in (1b).

2. Company/Team/Start-Up Programme websites

Students engaged in Young Enterprise Company, Team or Start-Up programmes will have access to some basic information about volunteers including their name and e-mail address (if they have given consent for their e-mail address to be disclosed). Some staff will also have access to these websites.

3. Disclosure Information and volunteer registration paperwork held on paper

Your Access NI disclosure certificate, form D3 and volunteer registration form will be held for 6 months in line with the Access NI Code of Practice. Generally, the paperwork mentioned will be destroyed after 6 months, unless an appeal is in progress, in which case it will be held for a further period of time as advised by Access NI.

4. Reporting

Statistical reports based on the whole volunteer network, without identification of individuals, will also be available for management purposes. Some basic information may be provided to supporters where requested. This would include your name and e-mail address (if you have given consent for your e-mail address to be disclosed) and the programme/s that you were active on.