

YOUNG ENTERPRISE

Privacy Notice

PLEASE READ THIS PRIVACY NOTICE CAREFULLY BEFORE USING THE WWW.YOUNG-ENTERPRISE.ORG.UK WEBSITE OR OTHER WEBSITES OWNED AND RUN BY YOUNG ENTERPRISE, PARTICIPATING IN OUR YOUNG ENTERPRISE PROGRAMMES OR CHALLENGES OR DOWNLOADING ANY YOUNG ENTERPRISE RESOURCES

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1. About us

Young Enterprise is a charity incorporated in England and Wales as a company limited by guarantee, with company number 712260 and registered charity number 313697 and having its registered office at The Coram Campus 41 Brunswick Square London, WC1N 1AZ.

We are the 'data controller' for the personal information that we process in accordance with this Notice. This term is a legal phrase used to describe a person or entity that controls the way someone's personal information is used and processed. We are registered with the Information Commissioner's Office in the United Kingdom. Our registration number is Z6643877.

2. Overview

At Young Enterprise, we help young people to learn the important skills needed to earn and look after their money, and make a positive impact on their community.

When you go on any of our websites including <https://www.young-enterprise.org.uk/>, <https://www.company-connect.org.uk/>, <https://www.10xchallenge.org.uk/en/>, <https://www.fiverchallenge.org.uk/>, <https://ye-learningzone.org.uk/>, <https://moneyheroes.org.uk/>, <https://raise.y-e.org.uk/>, <https://www.company-connect.org.uk/> and <https://www.ye-tradingstation.org.uk/> (our "**Websites**"), use our materials (our "**Resources**") or take part in any of our programmes, events or activities (our "**Activities**"), we may collect information about you (which we refer to as 'personal information'). This applies to anyone else we interact with and collect information about, including our volunteers and alumni. In this Privacy Notice, we explain how we collect and use your personal information.

Please read this Notice carefully as it explains how we use your personal information, i.e., information about you such as your name or email address, who we share it with (and why), where it may be processed and the options we provide to allow you to control, access and update your personal information.

If there is anything in this Notice that you do not understand ask a parent, guardian or other adult to help you.

We also have a Cookie Policy which explains how and why we use cookies on our Websites. Our Cookies Policy can be found on our websites.

This privacy notice is for service users, donors, fundraising and marketing. For our People Privacy Notice, please click [here](#).

3. What information do we collect about you and how is it collected?

You might give us some personal information when you use our Websites or participate in our Activities. It is up to you, how much information you choose to give us.

There are two ways we collect personal information:

Directly collected information (information that you provide to us:

This might be:

- Your name;
- Your email address;
- Your telephone number;
- The name of your school or college;
- Job title;
- Your address;
- or
- Which YE programme you did and when.

You might give us some personal information when you:

- Sign up to take part in our Activities;
- Sign up to our YE Alumni network, Opportunities Hub or become a volunteer;
- Make a donation to YE;
- Ask to receive our newsletter;
- Use our websites;
- Enter into any of our competitions, promotions or surveys; or
- Contact us (for example by telephone or email).

It is up to you how much information you give to us. However, if you choose not to provide some information, it may mean that you cannot enjoy all or some parts of our Websites. It also might affect your involvement in our Activities.

Information we automatically collect:

When you visit our Websites, we may automatically collect technical information about your computer, tablet or phone, information about what you have looked at or search for on our Websites as well as information about how you have used our Websites. We might also automatically collect information about which country or city you're in (if your device settings allow this).

Some of this information might be collected using technology called "cookies" or other similar tracking technology. You can learn more about this in our Cookie Policy and in this Privacy Notice at section 10.

Information from others:

We also collect some information from other public sources and organisations. For example, we might look at LinkedIn to see if certain people or organisations might be interested in getting involved with YE.

4. How do we use this personal information?

We use the personal information we collect from you, and hold about you, for the following reasons:

- To deliver the products and services you have asked for. This includes giving you access to our Websites and our Resources; allowing you to take part in our Activities, or sending you the news and updates you have requested;
- To tell you more about our Activities and Resources besides any changes or updates to them;
- To promote Young Enterprise and our Activities and any of our other products, programmes or events we think you will like. We will only do this if you have given us permission or if we are allowed to do so by law;
- To answer your questions about our Activities and our Websites;
- To improve our Activities and products such as how our Websites look, how well they work across different devices and the information you see;

- To deal with your questions, complaints and feedback;
- To carry out surveys and get your feedback in other ways;
- If you take part in our Activities that are paid for by another organisation, we will give those organisations updates and information;
- If you make a donation to YE
- To stop illegal activity;
- To follow the rules and regulations that apply to us, including keeping you safe; and
- To report incidents to our insurers if necessary.

Anonymised data:

We might also take the personal information we have about you and make it anonymous. The personal information of lots of people can be combined and the identity of the user removed, so that they cannot be identified.

We might use this anonymised information for the following reasons:

- To help us understand and report back on who is participating in our Activities;
- To help us understand who is using our Websites as well as *when* they are using it and *how*; or
- To improve and protect our Websites and Activities, for example:
 - Presenting information to our leadership team about who takes part in our Activities and who uses our Resources;
 - To promote our Websites and our Activities (but we will not pass on your information to other companies so they can promote their products and services to you, unless you have said that we can);
 - To try to get government support and funding from other bodies; and
 - To understand what the people using our Resources and Activities want to achieve at school or work.

5. Lawful basis for use of your information

We rely on different lawful bases to process such personal information. The main ones that apply here will be:

- 1) Product and service delivery: To give you access to our services, Activities and Resources, including our website, we process your personal information on the basis of legitimate interest.
- 2) Website enhancements and related queries: We process information collected for this purpose on the basis of consent
- 3) Surveys and feedback: We rely on consent to process your information to help us improve and respond to feedback
- 4) To share posts on our social media channels, we rely on your consent.
- 5) Activity provision in conjunction with other organisations: We rely on legitimate interest to provide information and updates to organisations that pay for activities provided for our service users
- 6) Donations: We rely on the basis of contractual obligation to process information linked to your donations to YE
- 7) Safeguarding: To ensure we follow any applicable rules properly, we process information accordingly to keep you and your data safe

When we rely on legitimate interest, we will undertake a legitimate interest assessment (a balancing test) to ensure that we balance our interests with yours when we process such information.

If we ask you to provide personal information that is needed by law or for a contract, we will tell you at the time and let you know if you can carry on without giving us your personal information.

If we collect and use personal information for a real reason due to our "legitimate interest", we will tell you at the time what the reason is.

If you have questions about this, please get in touch with us by using the contact details at the bottom of this Notice.

6. How we share your information

On the basis of legitimate interest, we might share your information with:

- Other companies in our group, such as, Young Enterprise Scotland, Young Enterprise Northern Ireland and Young Enterprise Gibraltar;
- Our partners and suppliers, for example, the companies that help us maintain our Websites, help us to send e-mails to you about our Activities), fulfil and distribute our resources and provide online survey services;
- Our funders, being any organisation which provides funding for our Activities and our Resources
- The police, the courts and government authorities, if we need to share your information by law or to defend our (or someone else's) legal rights;
- Our advisors including our lawyers and our accountants when they need it to give us professional advice;
- Our insurers where it is necessary for us to claim under our insurance;
- The Disclosure and Barring Service (DBS) where for volunteer roles you may need to be checked; and
- If our organisation was to be merged with or be taken over by another organisation, we will share your information with the other charity.

We will only share your information with these people or organisations for the reasons set out above.

7. What countries do we send your information to?

It is possible that your personal information may be sent to other countries. The laws about how your personal information must be protected may be different in those countries compared to the ones where you live (and might not be as protective).

We use your personal information in the UK and some other EU countries. Some of the companies that we share your information with might use your information in the United States. If they do, we will take steps to make sure your information is properly protected.

Where personal data is stored outside of the UK and the EEA, safeguards to protect personal data may include but are not limited to the UK Addendum used in conjunction with the EU Standard Contractual Clauses (SCCs), or UK International Data Transfer Agreement (IDTAs). Such safeguards will be subject to Transfer Risk Assessments (TRAs).

8. How long do we keep personal information?

We will only keep your information for as long as we need to for our business purposes or for legal reasons.

If we no longer have a need to use it, we will either delete it or make it anonymous. If we cannot do this we will store it safely and make sure that it is not used until we can delete it.

9. Your rights

You have the following rights in relation to your personal information:

- **You can ask us how your data is being used**

You have the right to be informed as to how we use your data and under what lawful basis we carry out any processing. This Privacy Notice sets this information out however if you would like further information, please contact us at the email address at the bottom of this page.

- **You can request a copy of your personal information.**

If you would like a copy of the personal information that we hold about you, please contact us at the email address at the bottom of this Notice.

We may ask you to provide some more information to make sure you are who you say you are, and/or to provide more details about your request.

We will get back to you without delay (and before any deadline that is set by the law).

- **You can ask us to correct or delete your information, or restrict how we use your personal information.**

If you would like us to correct, delete or restrict how we use your personal information, please contact us at the email address below.

- **You can withdraw your consent (where we have asked for your permission to use your information).**

Where you have provided your consent to us to allow us to use your personal data, you can withdraw your consent at any time by contacting us at the email address below.

- **You can request that we transfer your personal information to another organisation.**

You can ask us to help you move some of your information to other companies. To help with that, you have a right to ask that we provide your information in an easily readable format to another company. You can email your request to the email address stated below.

- **You can object to how we use your personal data.**

You can object to the way we handle your personal information. You can ask not to receive our marketing emails at any time. You can request this by emailing your request to the email address stated below (or clicking 'unsubscribe' in our emails to stop receiving marketing).

- **You can complain about how we handle your personal data to a data protection regulator** (the authority that makes sure that companies follow the law and rules on data protection law in your country). In the UK this is the Information Commissioner's Office (the "ICO") You can take a look at their website here: <http://www.ico.org.uk/>.

If you would like to use any of your rights listed above, you can contact us at the email address included at the bottom of this Notice and we will answer your requests

10. Updates to this Notice

Over time we might change the personal information we collect, how we store it, who we share it with and how we use it.

We may need to update or change this Notice from time to time. We will try our best to tell you about any changes by posting on the Young Enterprise website www.young-enterprise.org.uk and will ask for your permission where the changes are important and where your permission is required under data protection law. That way, you can check to see if you are still happy.

11. Cookies

We use cookies to help us to provide you with a good experience when you use our Websites and to improve our Websites. For example, to remember you when you come back and visit (if you want us to) and also to provide us with information about the performance of our Websites and the number of people using it as well as details about where they are located, when they access our Websites and for how long they spend on it). For more information on the cookies we use and the purposes for which we use them, see the Young Enterprise Cookie Policy which can be found on our Young Enterprise websites.

11. Contact us

Please contact us if you have any questions about the information we hold about you or about this Notice:

Send an email to info@y-e.org.uk or contact our Data Protection Officer at mark@hope-may.com

Write to us at FAO: Head of Programmes and Services, Young Enterprise, The Coram Campus 41 Brunswick Square London, WC1N 1AZ.