

## NYBEP Privacy Notice

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At NYBEP Ltd we are committed to protecting and respecting your privacy. This privacy policy explains when and why we collect personal information, how we use it, the conditions under which we disclose it to others and how we keep it secure.

### 1. WHO ARE WE?

NYBEP is a not-for-profit social enterprise, an education business partnership with a 25-year track record of delivering employability activities in schools and successfully engaging employers in education. Our registered address is: IT Centre, Innovation Way, Heslington, York, YO10 5NP.

NYBEP is both a Data Controller and Data Processor.

### 2. WHAT PERSONAL INFORMATION DO WE HOLD AND USE?

We hold personal information about our staff, customers, supporters and users of our services.

You provide us with information when you:

- contract with us for the provision of services
- volunteer to support our activities
- participate in activities as a learner
- respond to a survey and provide feedback about activities
- otherwise opt-in to receive information from us.

This information includes personal information such as your full name, address, email address, telephone number, job title, department, communications with you and activities in which you have participated.

Learners who take part in our intensive work-related learning programmes and/or work experience programmes will be asked to provide information about health, social or emotional needs and convictions (more information regarding the handling of sensitive personal information is provided for these programmes on registration).

Information about website usage is collected automatically using cookies.

We collect information directly from public sources e.g. company, Government and school websites.

### 3. HOW IS YOUR INFORMATION USED?

Personal information is used in several ways:

- To enable your participation in activities
- To deliver products and services to your organisation
- For reporting to funding partners
- For statistical analysis

### 4. WHERE WE STORE YOUR INFORMATION

Information is stored electronically on one of our password protected, online data management systems (Workbooks.com - CRM and 'All Together' - work experience data management system) or on the servers of our cloud service providers (Microsoft, see <https://products.office.com/en-gb/business/office-365-trust-center-compliance-certifications> for more information).

Where information is recorded on paper files, it is stored securely in restricted access offices.

Where information is shared with third parties (including funding partners and Government agencies) matters relating to data storage are set out in contracts and/or data sharing agreements.

## **5. DISCLOSURE OF INFORMATION**

Information may be shared with relevant third parties (evaluation partners, fund manager, relevant government bodies i.e. Department for Education) for monitoring and evaluation purposes within the remit of a contract or data sharing agreement.

We will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes.

## **6. HOW LONG DO WE HOLD YOUR INFORMATION?**

Your information will be stored for the duration of your participation in NYBEP programmes and afterwards for the term set by funding partners (specific information about retention of information is given for individual programmes).

## **7. HOW WILL YOU CONTACT ME?**

*Volunteers:* we will contact you electronically or by phone to make you aware of opportunities to engage in NYBEP facilitated activities and those of selected partner organisations and as part of the evaluation/feedback process.

*Customers:* we will contact you electronically or by phone as required contractually or operationally to deliver products and services to your organisation and as part of the evaluation/feedback process.

*Learners:* we will contact you only if we need to check data or require further information for research purposes/to assess sustainability and ongoing impact of the programmes we have funded.

## **8. YOUR RIGHTS**

The accuracy of your information is important to us. If you change email address, or any of the other information we hold is inaccurate or out of date, please email us at [info@nybep.org.uk](mailto:info@nybep.org.uk) or call 01904 567616.

You have the right to ask for a copy / removal of the information NYBEP holds about you. Please email us at [info@nybep.org.uk](mailto:info@nybep.org.uk) or call 01904 567616. We will respond to your request within 5 working days. In some instances, withdrawal of personal information may mean that we are unable to provide services to you (specific information is given for individual programmes).

## **9. CONTACT**

Questions, comments and requests regarding this Notice should be sent by email to [info@nybep.org.uk](mailto:info@nybep.org.uk) or by post to NYBEP Ltd, IT Centre, Innovation Way, Heslington, York, YO10 5NP.

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