



Work Experience Privacy Notice

As a young person who wishes to have work experience at Yarlington, we ask you to supply us with certain information about yourself. We need this information because:

- we want to offer you experience that meets your abilities and needs; and
- the law (the General Data Protection Regulation or 'GDPR') requires us to do so

The information we collect from you includes:

- Your name, address and contact details, including personal email address, personal telephone number, date of birth.
- The school you attend and the subjects you have studied there
- Your ethnic origin, sexual orientation, health and religion or belief (for 'equalities monitoring');
- Your parent or guardian names and contact details;
- Medical or health condition information, including whether or not you have a disability which needs to be considered when giving you tasks
- Security information including CCTV footage and swipe card information.
- Information about your use of our information and communication systems.
- Photographs of you for our security swipe cards

As the Data Controller for this information, we take your right to privacy seriously and will store this information securely and only share it with others when the law makes it necessary for us to do so eg. with a parent or guardian, your school, or to a health and safety inspector (in case of an accident occurring at work).

We will only keep your information for as long as we need it, and no longer than 3 years from the end of your placement with us.

Your Rights

You can ask to see the personal information we hold about you and ask for a copy of it too. You can also ask for it to be corrected if we have not got it entirely right. Once your time with us is over you can also ask us to delete that information, if that is what you want.

If you would like to exercise any of your rights, you can contact our Data Protection Officer by email at GDPR@yhq.co.uk

If you have a serious complaint about our use of your information you can contact the Information Commissioner (www.ico.org.uk).