

EY Foundation - Privacy Notice

Your privacy is important to the EY Foundation (EYF). This privacy notice provides information about the different types of personal information that we collect and the ways in which we use it. If you have any questions please contact us using the contact details included at [clause 15](#).

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1. Who we are

The EY Foundation is an independent charity (registered with the Charity Commission under number 1157154) and company limited by guarantee (registered with Companies House under number 08935629) and a member firm of the Ernst & Young global network of firms. We work with employers, volunteers, young people and entrepreneurs to help young people find alternative routes into employment and education or business development.

2. Young People

As part of carrying out our activities, we collect personal information about young people aged 14 and above. We only collect and use this personal information in order to provide our programmes and to engage our programme alumni to support our mission and strengthen our long term impact.

READ THIS if you are interested in or involved in any of our programmes - **Smart Futures, Our Future, Employability Workshops and Accelerate:**

We will need certain personal information about you when you decide to apply for or participate in one of our programmes but we will only collect the personal information we really need.

We will only use your personal information to assess your application to join a programme, communicate with you about our programmes and to let you know of our activities and

events. All our staff handling your personal information are trained on data protection practices.

You can choose if you want to join our Alumni programme. **If you don't want to hear from us anymore, you just need to let us know** - see the contact details in section 14 below.

At any time, if you're uncomfortable about providing your personal information to us or are concerned about how your personal information is being used, just let us know.

3. When do we collect personal information about you?

We may hold information relating to you from a number of sources and will collect personal information about you:

- a. When you give it to us **directly**
For example, personal information that you submit through our website (www.eyfoundation.co.uk) by applying to take part in a programme or volunteering to help with a programme, contacting us, making a donation, or any personal data that you share with us when you communicate with us by email, phone or post.
- b. When we obtain it **indirectly**
Your personal information may be shared with us by third parties. For instance we may receive it from your school if you attend one of our workshops. To the extent that we have not done so already, we will notify you when we receive personal information about you from them, and tell you how and why we intend to use that personal information.
- c. When it is **publicly available**
Your personal data may be available to us from external publicly available sources. This may include information available on Companies House, Charity Commission and other charity registers, reputable media articles, publications and company websites and professional networking sites such as LinkedIn. Depending on your privacy settings for social media services, we may access information from those accounts or services, including from Facebook, Instagram and Twitter.
- d. When you visit our **website**
EYF's website is part of the main ey.com website which uses cookies and other tracking technologies to improve your experience of the website - this can involve collecting personal data. Please refer to the EY Privacy Policy for details of the way the use of cookies may affect your personal data.

4. What personal information do we use?

We may collect, store and otherwise process the following kinds of personal information depending on how you interact with us:

- a. Name and contact details, including email address and school address and photographic ID;
- b. Information about work experience, career history, mentoring history and education history if you attend one of our programmes;

- c. Information about your role in your company should you wish to volunteer for one of our programmes;
- d. Information about and feedback on the programmes which you attend or assist with, plus attendance at EYF events and meetings with EYF staff that you have attended;
- e. Any support requirements or accommodations that you need plus emergency contact details in certain situations;
- f. Any donations you make to us;
- g. Your communication preferences;
- h. Information about your computer/ mobile device and your visits to and use of this website, including, for example, your IP address and geographical location; and
- i. Any other personal information which you choose to share with us e.g. through voluntary surveys.

Special categories of data

Data protection law recognises certain categories of personal information as sensitive and therefore requiring more protection. These categories of data include information about your health, ethnicity, and political opinions.

EYF may collect and/ or use special categories of data for these purposes:

- to make adjustments for any disabilities;
- for dietary requirements if you attend our events; and
- for monitoring purposes to measure equality and diversity.

We will only process these special categories of data if there is a valid reason for doing so and where the law allows us to do so. For instance, we will usually seek your explicit consent to use such data. We will also collect ethnicity data from you (should you choose to provide it) to identify and keep under review the existence or absence of equality of opportunity or treatment.

5. How we use your personal information

EYF may use your personal information:

- a. to provide you with information about our activities that you have requested e.g. if you have requested to receive our monthly newsletter;
- b. to consider your application for one of our programmes (whether as participant or volunteer), to communicate with you and enrol you on one of our programmes
- c. to carry out necessary checks to verify your identity or suitability to volunteer on our programme;
- d. to invite you to EYF events which we feel that you might be interested in;
- e. to inform you about graduate opportunities, events, news, research or competitions where you have participated in one of our programmes;
- f. for alumni development purposes if you sign up to be an alumni;
- g. for the purposes of press and marketing activity relating to EYF e.g. we may use a photo of you in one of our publications;
- h. to process your donations (which you can make, for instance, through CAF or JustGiving);
- i. to answer your questions/ requests and communicate with you in general;
- j. to further our charitable aim in general, including for fundraising activities which you may be involved in and asking for volunteer support;

- k. to analyse, evaluate and improve our work, programmes, services, activities or information (including our website);
- l. to satisfy legal obligations which are binding on us, for example in relation to law enforcement requests or due diligence checks before accepting major donations;
- m. for the prevention of fraud or misuse of service; and
- n. for the establishment, defence of enforcement of legal claims.

6. Lawful processing

We are required to rely on one or more lawful grounds to collect and use the personal information that we have outlined above. We consider the grounds listed below to be relevant:

e. Consent

Where you have provided your consent for our use of your personal information in a certain way, for example where we ask for your consent to send you our monthly newsletter.

f. Legal obligation

Where the processing of your personal information is necessary for us to comply with a legal obligation to which we are subject e.g. claiming Gift Aid donations.

g. Contractual relationship

Where it is necessary for us to process your personal information in order to perform a contract to which you are a party (or to take steps at your request prior to entering a contract).

h. Legitimate interests

We rely on this basis where applicable law allows us to collect and use personal information for our legitimate interests and the use of your personal information is fair, balanced, and does not unduly impact your rights. For instance, it is in our legitimate interest to process personal data on young people who attend our programmes in order to organise and administer the programme.

7. Research for Fundraising

If we consider you may be interested to donate to our work, we may analyse your personal information to create a record of your interests and preferences, to allow us to ensure that communications (e.g. by post, telephone, email, text or social media) are appropriate and relevant, and to generally provide you with an improved user experience.

Fundraising is an important element of our charitable work so we may undertake research or analysis to assess your ability to support EYF financially. This may include our assessment of your willingness to make donations to particular projects or EYF more generally. We may use analysis to help us identify your likely support for particular projects. All of these activities are undertaken to ensure that we are working in a cost-effective manner and allow us to raise more funds in support of EYF's mission.

If you would prefer us not to use your personal information for supporter research please let us know by using the contact details included at [clause 15](#).

8. Do we share your personal information?

EYF will not sell, rent or lease your personal information to others. We do not share your personal information with third parties for marketing purposes.

We will share your personal information with the Ernst & Young global network of firms for the purposes set out in clause 5.

We may disclose your personal information to selected third party processors (such as agents or sub-contractors) for the purposes outlined at clause 5. The third party in question will be required to use any personal data they receive in accordance with our instructions.

We reserve the right to disclose your personal information to third parties:

- a. if required for completion of a programme, including for receiving a qualification
- b. in the event that we buy or sell any business or assets, in which case we will disclose your personal information to the prospective buyer or seller or such business or assets;
- c. if substantially all of our assets are acquired by a third party, personal information held by us may be one of the transferred assets;
- d. for auditing purposes e.g. finance audits where we employ chartered accountants;
- e. if we are under any legal or regulatory obligation to do so; and
- f. in connection with any legal proceedings or prospective legal proceedings, in order to establish, exercise or defend our legal rights.

9. International Data Transfers

As we sometimes use third parties to process personal information it is possible that personal information we collect from you will be transferred to and stored in a location outside the UK or the European Economic Area (EEA).

Please note that certain countries outside of the UK or EEA have a lower standard of protection for personal information, including lower security protections. Where your personal information is transferred, stored, and/or otherwise processed outside the UK or EEA in a country which does not offer an equivalent standard of protection to the UK or EEA, we will take all reasonable steps necessary to ensure that the recipient implements appropriate safeguards designed to protect your personal information. If you have any questions about the transfer of your personal information, please contact us using the details at clause 15.

For transfers of personal information within Ernst & Young Member Firms, please note that such personal information will be protected under EY's Data Protection Binding Corporate Rules Program. See: <http://www.ey.com/gl/en/home/ey-data-protection-binding-corporate-rules-program>

10. Securing your personal information

EYF will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information. We restrict access to those who have a need to know and we train staff in handling the information securely. EYF will store all the personal information you provide on secure servers and information on young people is kept in line with our Child Protection policies.

11. How long do we keep your personal information?

Unless still required in connection with the purpose for which it was collected and/or processed, we will generally remove your personal information from our records six years after the date that it was collected. However, before this date: (i) if your personal information is no longer required in connection with such purpose(s); (ii) we are no longer lawfully entitled to process it; or (iii) you validly exercise one of your rights of erasure under [clause 12](#), we will remove it from our records.

12. Your rights and preferences

EYF may contact you by post unless you request otherwise, and by telephone, email, text, social media or other electronic means depending on the communication preferences you have previously indicated.

Where we rely on your consent to use your personal information, you have the right to withdraw your consent.

When we use your personal information you have the right to:

- a. Ask us for **confirmation** of what personal information we hold about you, and to request **access** to a copy of that information. If we are satisfied that you have a right to see this personal information, and we are able to confirm your identity, we will provide you with this personal information.
- b. Request that we **delete** the personal information we hold about you, as far as we are legally required to do so
- c. Ask that we **correct** any personal information that we hold about you which you believe to be inaccurate.
- d. **Object** to the processing of your personal information where we: (i) process on the basis of the legitimate interests ground; (ii) use the personal information for direct marketing; or (iii) use the personal information for statistical purposes.
- e. Ask for the **provision** of your personal information in a machine-readable format to either yourself or a third party, provided that the personal information in question has been provided to us by you, and is being processed by us: (i) in reliance on your consent; or (ii) because it is necessary for the performance of a contract to which you are party; and in either instance, we are processing it using automated means.
- f. Ask for processing of your personal information to be **restricted** if there is disagreement about its accuracy or legitimate usage.

If you decide you do not want to receive any further emails from EYF, please tell us and we will remove you from the mailing list. At any point you can request to unsubscribe from EYF's mailing by contacting us using the details listed at [clause 15](#).

Please note that where you ask us to delete your personal information we will maintain a skeleton record comprising your name and contact details to ensure that we do not inadvertently contact you in the future. We may also need to retain some financial records for statutory purposes, for example Gift Aid.

Please note that you also have the right to lodge a complaint with the Information Commissioner's Office at www.ico.org.uk/concerns

13. Other websites

EYF is not responsible for the privacy practices or the content of linked web sites. Please review the privacy notices of such websites.

14. Updating this privacy notice

EYF may update this privacy notice by posting a new version on this website. If we update this privacy notice in a way that significantly changes how we use your personal information, we will bring these changes to your attention. Otherwise, we would recommend that you periodically review this privacy notice to be aware of any other revisions.

15. How to contact us

EYF's Privacy Officer is responsible for monitoring compliance with relevant legislation in relation to personal information. You can also contact the Privacy Officer if you have any questions about this privacy notice or our treatment of your personal information:

Email: enquiries@eyfoundation.ey.com

Telephone: +44 (0)20 7951 3133