



Privacy Notice and Consent

Prewired Volunteers and Trustees

Version 1.1, last revised 19 July 2024

This privacy notice tells you about the information that Prewired collects from you when you volunteer to become a mentor or a trustee. In collecting this information, we are acting as a data controller and, by law, we are required to provide you with information about us, about why and how we use your data, and about the rights you have over your data.

1. Who are we?

We are Prewired, a registered Scottish Charitable Incorporated Organisation SC047780, whose address is CodeBase, 37a Castle Terrace, Edinburgh EH1 2EL. Prewired's goals are to encourage young people to become active participants in creatively using and building digital technologies; to provide a supportive environment in which young people can work collaboratively with their peers and with more experienced mentors to develop their digital skills and undertake individual and team projects; and to support mentors in building on their existing strengths and in acquiring new skills by working with young people, and to support them in demonstrating how they have developed personally and how they have made a positive impact.

If you have any comments or questions about this notice, feel free to contact our Data Protection Officer at dpo@prewired.org.

2. What personal data do we collect?

2.1 Volunteers

When you volunteer to become a mentor at Prewired, we will collect and store the following information:

1. Full name
2. Date of first volunteering
3. Work or study affiliation(s)
4. Email address
5. Mobile number
6. Membership of Disclosure Scotland PVG Scheme
7. The dates on which you assist as a volunteer at Prewired sessions or other Prewired activities

In addition, if you are a member of the Disclosure Scotland PVG Scheme, we will record the date when this was confirmed, the number of the certificate, and the organisation which processed your application.

2.2 Trustees

When you become a Prewired trustee, we will collect and store the following information:

1. Full name
2. Position on the Board
3. Primary and Secondary Email addresses
4. Appointment Date
5. Resignation Date
6. Mobile number
7. Date of Birth
8. Town/City of Birth
9. Nationality/Citizenships
10. Living circumstances (i.e. Homeowner, Renting, Living with parents, etc.)
11. Whether you ever been insolvent, bankrupt, sequestrated, involved in any court proceedings for debt or made arrangements with creditors
12. Addresses for the last two years, and when you moved in

In addition, if you are a member of the Disclosure Scotland PVG Scheme, we will record the date when this was confirmed, the number of the certificate, and the organisation which processed your application.

3. Why do we collect this information?

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

- Where it is necessary for our legitimate interests and where your interests and fundamental rights do not override those interests.
- Where we need to comply with a legal obligation.

Some or all of the categories of data in Section 2 above are required to allow us to perform our duties as a charity and to enable us to comply with legal obligations. The situations in which we anticipate we will process personal information from volunteers and trustees are listed below. For general guidance, we have set out the likely situations in which personal information will be processed, and the lawful bases on which processing will take place.

Situation	Lawful Processing Basis
<p>Processing data belonging to volunteers and trustees for the purpose of administering Prewired:</p> <ul style="list-style-type: none">• When preparing the Trustees Annual Report and Financial Statement;• Corresponding with trustees about administrative and organisational issues;• Communicating with volunteers about the organisation and delivery of Prewired weekly sessions and any related Prewired activities such as the annual Summer Hack;• When filing information with the Scottish Charity Regulator as required;• Checking that the Register of Trustees is up to date;• Checking the Volunteers' Register is up to date;• Complying with the terms and conditions of Prewired's public liability insurance; and• Complying with legal obligations.	<ul style="list-style-type: none">• To pursue our legitimate interest in administering the charity• To allow us to comply with our statutory reporting obligations as a SCIO.

4. How do we protect your information?

Your personal information is created, stored and transmitted securely in electronic format in line with the [Prewired Data Protection and Data Management Policy](#). It will only be accessible to appropriate members of Prewired in order to keep correct records and to make contact with you via phone or email regarding your participation in Prewired. It will not be sold, handed to third parties or used otherwise without your prior consent except where we are required to do so to comply with legal obligations.

5. Your fundamental rights over your information

By law, you can ask us what information we hold about you, and you can ask us to correct it if it is inaccurate. We wish to keep all information up to date and accurate, so please inform us if any of your information changes.

6. How long do we keep your information for?

6.1. Basic information (person's name, the date they stopped being a trustee, and any office they held within the SCIO, such as chair or treasurer) in the Register of Trustees will be retained for six years after the person ceased to be a charity trustee. This is a legal requirement of a SCIO.¹

6.2. Information about individual volunteers in the Volunteers' Register will be kept for one year after the date at which the person has ceased to be an active participant in Prewired events, subject to clause 6.3 below.

6.3. Information about the participation of volunteers and trustees in Prewired weekly sessions and other Prewired activities (name, email address, membership of PVG Scheme and dates of participation) will be retained for 25 years, as required by the terms and conditions of Prewired's public liability insurance. While GDPR Article 17 and its incorporation into the Data Protection Act 2018 provides individuals with the right to have personal data erased,² this is not an absolute right and is outweighed by Prewired's legitimate interest in administering the charity (including the defence of legal claims) and in complying with its statutory reporting obligations as a SCIO.

¹

<https://www.oscr.org.uk/managing-a-charity/faqs/#how-long-do-i-have-to-keep-details-of-members-and-trustees-after-they-have-left>

²

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-to-erasure/>

7. Declaration

Please tick the appropriate box below, depending on whether your role is as a volunteer or a trustee.

☐ **Volunteers**

I understand that the legal basis for Prewired to hold personal information about me is to pursue its legitimate interests as a charity working with and on behalf of children and young people.

☐ **Trustees**

I understand that Prewired has a legal obligation to hold personal information about me by virtue of my role as a trustee in a SCIO.

Volunteers and Trustees

I understand that Prewired may retain my personal data, as described in clause 6.3 above, without requiring my consent and that the right of erasure, as spelled out in the GDPR Article 17 and incorporated into the Data Protection Act 2018, does not apply.

Full Name:

Signed:

Date:
