

Checklist – DYW

Party	Types of Data	Where did the data come from?	Purpose of processing?	Who will have access/use of the data internal external?	What is the lawful basis for processing?	How long are we keeping it for?
Employers	E mail, company name, Business type name, address, mobile, Landline, website Names Business cards	Direct from company or individual. Public domain i.e. Web, social media Referral	Participation in Education support activity	Internal, partners schools, college, teachers, pupils	Consent / Legitimate interest	5 years from contract end
Employers	Promotion & social media information	Direct from company or individual. Public domain i.e. Web, social media Referral	Event attendance & participation in activities associated with DYW	Internal, partners schools, college, teachers, pupils	Consent / Legitimate interest	Indefinite
Employers	Photos, Case Studies & Profiles	, direct from company or individual	Participation in Education support activity P.R & media releases	Internal/public domain	Consent / Legitimate interest	5 years from contract end
Employers	Event attendance lists Mailing lists Education offers	Direct from company or individual. Public domain i.e. Web, social media	Event attendance & general information dissemination	Internal/public domain	Consent / Legitimate interest	5 years from contract end

Employers	H&S audits, signatures,	Approved Contractors	Participation in Education support activity	Internal, Local authority	Consent / Legitimate interest Legal obligation	Indefinite
Schools	E mail, School, Address, Telephone School role website Bank details	Direct from School, Local authority or Teacher. Public domain i.e. Web, social media	Participation In employability & Careers support activity	Internal/ Partners/employers	Consent / Legitimate interest	5 years from contract end
Teachers	Name, E mail, address, telephone teaching subject, Photo Class lists	Direct from School, Local authority or teacher Public domain i.e. Web, social media	Event attendance & participation in activities associated with DYW	Internal/ Partners/employers Public domain	Consent / Legitimate interest	5 years from contract end
Teachers	Teachers event attendee lists	Direct from School, Local authority or teacher	Event attendance & participation in activities associated with DYW	Internal/ employers / public domain	Consent / Legitimate interest	5 years from contract end
Pupils/Students	Names Address, Photos I.D i.e. young scot, passport	Direct from School, Local authority or teacher or pupil/student/parent	Participation in employability & Career activities associated with DYW	Internal/Approved contractors/	Consent / Legitimate interest Legal obligation	5 years from contract end
Pupils Students	Work experience placements Career interest D.O.B.	Local authority, school, pupil, parent	Participation in employability & Career activities associated with DYW	Internal, Local authority, Employers	Consent / Legitimate interest Legal obligation	Indefinite

Parents	Names Address, E mail, mobile, Occupation	Direct	Participation in employability & Career activities associated with DYW	Internal	Consent / Legitimate interest	5 years from contract end
Parents	Event attendees list	Direct, Schools,	Participation in employability & Career activities associated with DYW	Internal/ Public domain	Consent	5 years from contract end
Partners	Name, E mail, Company name, type of organisation address, mobile, land line	Direct from organisation or individual. Public domain i.e. Web, social media	Participation in employability & Career activities associated with DYW	Internal/Public domain	Consent / Legitimate interest	5 years from contract end
Partners	Photos, attendee lists Business cards	Public domain i.e. Web, social media	Event attendance & participation in activities associated with DYW	Internal/Public domain	Consent / Legitimate interest	5 years from contract end
Partners	bank details	Direct from organisation or individual	Participation in employability & Career activities associated with DYW	Internal	Consent / Legitimate interest	5 years from contract end
Partners	Promotion & social media content	Direct from company or individual. Public domain i.e. Web, social media Referral	Event attendance & participation in activities associated with DYW	Internal, Employers schools, college, teachers, pupils	Consent / Legitimate interest	Indefinite

Approved Contractors	Name, E mail, Company name, type of organisation address, mobile, land line	Direct from company or individual. Public domain i.e. Web, social media Referral	Service provision in line with activities associated with DYW	Internal	Consent / Legitimate interest	5 years from contract end
Approved Contractors	Promotion & social media content Business cards signatures	Direct from company or individual. Public domain i.e. Web, social media	Service provision in line with activities associated with DYW	Internal	Consent / Legitimate interest	5 years from contract end
Approved Contractors	bank details	Direct from company or individual.	Payment for service provision in line with activities associated with DYW	Internal	Consent / Legitimate interest	5 years from contract end