
UK ELECTRONICS SKILLS FOUNDATION (UKESF)

PRIVACY NOTICE

UK ELECTRONICS SKILLS FOUNDATION understands that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy of all of our clients, partners, suppliers and colleagues and will only collect and use personal data in ways that are described here, and in a way that is consistent with our obligations and your rights under the law.

1. **Information About Us**

We are **UK ELECTRONICS SKILLS FOUNDATION**, a company limited by guarantee and a charity.

Registered in England under company number SC300544

Registered address: 1 George Square, Glasgow, Scotland, G2 1AL

Registered charity number: **SC043940**

Representative: Stewart Edmondson, CEO.

Email address: stewart.edmondson@ukesf.org.

Post: Stewart Edmondson, UKESF, Office 24, Watermoor Point, Watermoor Road, Cirencester, GL7 1LF

2. **What Does This Notice Cover?**

This Privacy Information explains how we use your personal data: how it is collected, how it is held, and how it is processed. It also explains your rights under the law relating to your personal data.

3. **What Is Personal Data?**

Personal data is defined by the UK GDPR and the Data Protection Act 2018 (collectively, “the Data Protection Legislation”) as ‘any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier’.

Personal data is, in simpler terms, any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers.

The personal data that we use is set out in Section 5 below.

4. **What Are My Rights?**

Under the Data Protection Legislation, you have the following rights, which we will always work to uphold:

- a) The right to be informed about our collection and use of your personal data. This Privacy Notice should tell you everything you need to know, but you can always contact us to find out more or to ask any questions using the details in Section 11.
- b) The right to access the personal data we hold about you. Section 10 will tell you how to do this.
- c) The right to have your personal data rectified if any of your personal data held by us is inaccurate or incomplete. Please contact us using the details in Section 11 to find out more.

- d) The right to be forgotten, i.e. the right to ask us to delete or otherwise dispose of any of your personal data that we hold. Please contact us using the details in Section 11 to find out more.
- e) The right to restrict (i.e. prevent) the processing of your personal data.
- f) The right to object to us using your personal data for a particular purpose or purposes.
- g) The right to withdraw consent. This means that, if we are relying on your consent as the legal basis for using your personal data, you are free to withdraw that consent at any time.
- h) The right to data portability. This means that, if you have provided personal data to us directly, we are using it with your consent or for the performance of a contract, and that data is processed using automated means, you can ask us for a copy of that personal data to re-use with another service or business in many cases.
- i) Rights relating to automated decision-making and profiling. We do not use your personal data in this way.

For more information about our use of your personal data or exercising your rights as outlined above, please contact us using the details provided in Section 11.

It is important that your personal data is kept accurate and up-to-date. If any of the personal data we hold about you changes, please keep us informed as long as we have that data.

Further information about your rights can also be obtained from the Information Commissioner's Office or your local Citizens Advice Bureau.

We would welcome the opportunity to resolve your concerns ourselves, however, so please contact us first, using the details in Section 11.

5. What Personal Data Do You Collect and How?

We may collect and hold some or all of the personal data set out in the table below, using the methods also set out in the table.

We collect 'special category' or 'sensitive' personal data, and personal data relating to children. *Any special category or sensitive personal data that is collected list details in the table below:*

Data Collected	How We Collect the Data
Identity Information including name, title, date of birth, gender, information relating to diversity (racial or ethnic origin, health and socioeconomic background) and education history.	Via our marketing and programme activities, and in the provision of information from our partners and learners to enable us to perform our services.
Contact information including address, email address and telephone number(s).	Via our marketing and programme activities, and in the provision of information from our partners and learners to enable us to perform our services.
Profile information including preferences, interests and participation history.	Via our marketing and programme activities, and in the provision of information from our partners and learners to enable us to perform our services.

Data from third parties including contact information.	Via our marketing and programme activities, and in the provision of information from our partners and learners to enable us to perform our services.
--	--

6. How Do You Use My Personal Data?

Under the Data Protection Legislation, we must always have a lawful basis for using personal data. The following table describes how we may use your personal data, and our lawful bases for doing so:

What We Do	What Data We Use	Our Lawful Basis
Administering our business.	See section 5 above for categories.	Performance of our contract with partners and learners, and/or legitimate interests (to enable us to effectively and efficiently administer our business for the benefit of our partners and learners).
Supplying our services to you.	See section 5 above for categories.	Performance of our contract with partners and learners.
Personalising and tailoring our services for you.	See section 5 above for categories.	Performance of our contract with partners and learners, and/or legitimate interests (to advise partners and learners of other services we can supply which may be of interest).
Communicating with you.	See section 5 above for categories.	Performance of our contract with partners and learners, and/or legitimate interests (to advise partners and learners of other services we can supply which may be of interest).
Supplying you with information by email that you have opted-in-to (you may opt-out at any time contacting us or by clicking on the opt out button on any email communications sent)	See section 5 above for categories.	Consent, and/or legitimate interests (to advise partners and learners of other services we can supply which may be of interest).

With your permission and/or where permitted by law, we may also use your personal data for marketing purposes, which may include contacting you by email and/or telephone and/or text message and/or post with information, news, and offers on our services. You will not be sent any unlawful marketing or spam.

We will always work to fully protect your rights and comply with our obligations under the Data Protection, and you will always have the opportunity to opt-out. We will always obtain your express opt-in consent before sharing your personal data with third parties for marketing purposes and you

will be able to opt-out at any time.

We will only use your personal data for the purpose(s) for which it was originally collected unless we reasonably believe that another purpose is compatible with that or those original purpose(s) and need to use your personal data for that purpose. If we do use your personal data in this way and you wish us to explain how the new purpose is compatible with the original, please contact us using the details in Section 11.

If we need to use your personal data for a purpose that is unrelated to, or incompatible with, the purpose(s) for which it was originally collected, we will inform you and explain the legal basis which allows us to do so.

In some circumstances, where permitted or required by law, we may process your personal data without your knowledge or consent. This will only be done within the bounds of the Data Protection Legislation and your legal rights.

7. How Long Will You Keep My Personal Data?

We will not keep your personal data for any longer than is necessary in light of the reason(s) for which it was first collected. Your personal data will therefore be kept for the following periods (or, where there is no fixed period, the following factors will be used to determine how long it is kept):

Type of Data	How Long We Keep It
Identity Information including name, title, date of birth, and gender	Stored for as long as necessary i.e. until that individual changes their profession, retires, or requests erasure, up to a maximum of six years from the individual's last interaction with us (for instance, by participating in a programme or contacting us).
Contact information including address, email address and telephone number(s).	Stored for as long as necessary i.e. until that individual changes their profession, retires, or requests erasure, up to a maximum of six years from the individual's last interaction with us (for instance, by participating in a programme or contacting us).
Payment information including card details and bank account numbers.	A maximum of six years from conclusion of contract.
Profile information including preferences, interests and purchase history.	Stored for as long as necessary i.e. until that individual changes their profession, retires, or requests erasure, up to a maximum of six years from the individual's last interaction with us (for instance, by participating in a programme or contacting us).

8. How and Where Do You Store or Transfer My Personal Data?

We will store your personal data on servers which we either own ourselves, or have a contract to use, and which are based in the UK. This means that it will be fully protected under the Data Protection Legislation.

The security of your personal data is essential to us and to protect your data, we take a number of important measures, including the following:

- limiting access to your personal data to those employees, agents, contractors, and other third parties with a legitimate need to know and ensuring that they are subject to duties of confidentiality;
- procedures for dealing with data breaches (the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, your personal data) including notifying you and/or the Information Commissioner's Office where we are legally required to do so.

9. Do You Share My Personal Data?

We will not share any of your personal data with any third parties for any purposes, subject to the following exceptions.

If we sell, transfer, or merge parts of our business or assets, your personal data may be transferred to a third party. Any new owner of our business may continue to use your personal data in the same way(s) that we have used it, as specified in this Privacy Policy.

In some limited circumstances, we may be legally required to share certain personal data, which might include yours, if we are involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

We have a contract with where we supply services to them, and we may sometimes contract with third parties for them to supply services to us.

Recipient	Activity Carried Out	Sector	Location
Sub-contractors supplying services to us	Supplying services to us	Digital marketing and related work areas	UK
Department for Science, Innovation and Technology	Providing services	Training and Education	UK
UK Universities, including, but not limited to the UKESF's 30 Partner Universities	Providing Services	Training and Education	UK

If any of your personal data is shared with a third party, as described above, we will take steps to ensure that your personal data is handled safely, securely, and in accordance with your rights, our obligations, and the third party's obligations under the law, as described above in Section 8.

If any personal data is transferred outside of the UK, we will take suitable steps in order to ensure that your personal data is treated just as safely and securely as it would be within the UK and under the Data Protection Legislation, as explained above in Section 8.

If we sell, transfer, or merge parts of our business or assets, your personal data may be transferred to a third party. Any new owner of our business may continue to use your personal data in the same way(s) that we have used it, as specified in this Privacy Policy.

In some limited circumstances, we may be legally required to share certain personal data, which

might include yours, if we are involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

10. **How Can I Access My Personal Data?**

If you want to know what personal data we have about you, you can ask us for details of that personal data and for a copy of it (where any such personal data is held). This is known as a “subject access request”.

All subject access requests should be made in writing and sent to the email or postal addresses shown in Section 11.

There is not normally any charge for a subject access request. If your request is ‘manifestly unfounded or excessive’ (for example, if you make repetitive requests) a fee may be charged to cover our administrative costs in responding.

We will respond to your subject access request within **28 days** of receiving it. Normally, we aim to provide a complete response, including a copy of your personal data within that time. In some cases, however, particularly if your request is more complex, more time may be required up to a maximum of three months from the date we receive your request. You will be kept fully informed of our progress.

11. **How to Raise a Data Protection Concern**

We strive to meet the highest standards when collecting and using personal information. If you believe that our collection or use of your information is unfair, misleading, or inappropriate, we welcome your feedback and take any complaints very seriously.

You can make a data protection complaint by contacting us at:

- **Email:** stewart.edmondson@ukesf.org
- **Post:** Stewart Edmondson, UKESF, Office 24, Watermoor Point, Watermoor Road, Cirencester, GL7 1LF

When contacting us, please provide your name, contact details, and a clear description of your concerns.

Upon receiving a data protection complaint, the organisation will follow these procedural steps:

- **Acknowledgement:** We will acknowledge receipt of the complaint in writing (e-mail or post) within 30 days of receiving it.
- **Investigation:** The Data Protection Officer (DPO), Stewart Edmondson, or appointed investigator will review the complaint fairly and objectively. They will make relevant internal enquiries and gather necessary facts without undue delay.
- **Communication of Outcome:** We will inform the complainant of the investigation outcome and any corrective or preventative actions taken without undue delay.
- **Escalation Rights:** If the complainant remains dissatisfied with our internal conclusion, we will provide clear information on how to escalate the matter to the Information Commissioner's Office (ICO).

12. **How Do I Contact You?**

To contact us about anything to do with your personal data and data protection, including to make a subject access request, please use the following details (for the attention of Stewart Edmondson):

- Email address: stewart.edmondson@ukesf.org.
- **Post:** Stewart Edmondson, UKESF, Office 24, Watermoor Point, Watermoor Road, Cirencester, GL7 1LF

13. **Changes to this Privacy Notice**

We may change this Privacy Notice from time to time. This may be necessary, for example, if the law changes, or if we change our business in a way that affects personal data protection.

Any changes will be made available on our website. This Privacy Notice was last updated in July 2026