

# Candidate Privacy Notice

## Youth Start Limited

Company Number: 16864238

Registered Office: 370 Osmaston Park Road, Derby, DE24 8FB

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## Effective Date

1 January 2026

## Next Review Date

1 January 2027

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## Introduction

This Candidate Privacy Notice explains how Youth Start Limited collects, uses, stores, and protects personal data from job candidates and young people who apply for placements or participate in our mentorship programme. We are committed to protecting your privacy and complying with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Please read this notice carefully to understand our privacy practices. If you have any questions about how we use your data, please contact us using the details at the end of this notice.

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## Who We Are

### Data Controller:

Youth Start Limited is the data controller responsible for your personal data. This means we decide how and why your data is collected and used.

### Contact Details:

Youth Start Limited

370 Osmaston Park Road

Derby, DE24 8FB

Email: [contact@youthstart.co.uk](mailto:contact@youthstart.co.uk)

Telephone: 07470435603

### Data Protection Lead:

Nick Calin is responsible for data protection matters at Youth Start. You can contact Nick using the details above.

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## What Personal Data We Collect

We collect the following categories of personal data from candidates:

### **Contact Information:**

Your name, email address, telephone number, postal address, and date of birth.

### **Employment History:**

Your previous employment experience, job titles, employers, employment dates, and reasons for leaving previous positions.

### **Education and Qualifications:**

Your educational background, qualifications, certifications, and training.

### **Skills and Competencies:**

Your skills, spoken languages, driving license status, and other relevant competencies.

### **Right to Work Information:**

Your right to work in the United Kingdom, including your nationality, visa status, and passport or identification details (collected as part of our right to work checks).

### **Background Information:**

Information obtained through background checks, including criminal records checks, employment references, and credit checks (where applicable).

### **Health and Diversity Information:**

Information about any disabilities, health conditions, or adjustments you may need to perform your role (collected to ensure we can provide appropriate support and make reasonable adjustments). Information about your age, gender, ethnicity, sexual orientation, religion, and other protected characteristics (collected for equality and diversity monitoring purposes only).

### **Mentorship and Support Information:**

Information about your career goals, support needs, mentorship preferences, and progress through our mentorship programme.

### **Communication Preferences:**

Your preferences for how we contact you, including email, telephone, or post.

### **Website and Application Data:**

Information collected through our website and application forms, including your IP address, browser type, pages visited, and time spent on our website.

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## How We Collect Your Data

We collect your personal data in the following ways:

### **Application Forms:**

You provide personal data directly when you complete our online or paper application forms.





### **Interviews and Assessments:**

We collect data during interviews, telephone calls, video calls, and skills assessments.

### **Right to Work Checks:**

We collect right to work information through manual and digital verification processes.

### **Background Checks:**

We collect background information from third-party background check providers and from your previous employers (with your consent).

### **Mentorship Programme:**

We collect information about your progress, support needs, and mentorship activities as you participate in our programme.

### **Website:**

We collect information about your use of our website through cookies and similar technologies (see our Cookies Policy for more information).

### **Third-Party Sources:**

We may collect information about you from third-party sources, such as employment agencies, educational institutions, or previous employers (with your consent).

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## **Legal Basis for Processing Your Data**

We process your personal data on the following legal bases under the UK GDPR:

### **Contract:**

We process your data to perform our obligations under any contract with you, including our mentorship programme agreement and employment contract (if you are placed with an employer).

### **Legal Obligation:**

We process your data to comply with legal obligations, including right to work checks, background checks, and tax and employment law requirements.

### **Legitimate Interests:**

We process your data where it is necessary for our legitimate interests, such as: - Assessing your suitability for placements - Improving our recruitment and mentorship processes - Protecting the safety and wellbeing of our participants - Preventing fraud and abuse - Defending legal claims.

### **Consent:**

We process sensitive personal data (such as health information and diversity information) only with your explicit consent. You can withdraw your consent at any time by contacting us.

### **Vital Interests:**

In exceptional circumstances, we may process your data where it is necessary to protect your vital interests or the vital interests of another person (for example, in a medical emergency).

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## How We Use Your Data

We use your personal data for the following purposes:

### **Recruitment and Selection:**

To assess your suitability for placements, to conduct interviews and assessments, and to make recruitment decisions.

### **Right to Work Verification:**

To verify your right to work in the United Kingdom and to comply with immigration law.

### **Background Checks:**

To conduct background checks, including criminal records checks and employment references, to ensure the safety of our participants and employers.

### **Placement and Employment:**

To match you with suitable employers, to facilitate your placement, and to support your employment with the employer.

### **Mentorship and Support:**

To provide mentorship, training, and support during your 12-week mentorship programme and beyond.

### **Communication:**

To communicate with you about your application, placement, mentorship, and any other matters related to your participation in our programme.

### **Equality and Diversity Monitoring:**

To monitor equality and diversity in our recruitment and mentorship activities to ensure fair and inclusive practices.

### **Safeguarding:**

To protect your safety and wellbeing and to comply with our safeguarding obligations, particularly given that we work with young people aged 18-24.

### **Legal Compliance:**

To comply with legal obligations, including tax, employment law, and data protection law.

### **Service Improvement:**

To evaluate and improve our recruitment, mentorship, and support services.

### **Marketing and Promotion:**

To keep you informed about opportunities with Youth Start and to promote our services (only where you have consented or where we have a legitimate interest).





## Who We Share Your Data With

We may share your personal data with the following recipients:

### **Employers:**

We share your personal data with employers who are considering you for placement or who have placed you in a role. Employers are responsible for protecting your data in accordance with data protection law.

### **Background Check Providers:**

We share your data with third-party background check providers to conduct criminal records checks, employment references, and other background verification.

### **Right to Work Verification Providers:**

We share your data with third-party providers to verify your right to work in the United Kingdom.

### **Mentors and Support Providers:**

We share your data with mentors, trainers, and support providers who deliver mentorship and support as part of our programme.

### **Government Agencies:**

We may share your data with government agencies, including HM Revenue and Customs (HMRC), the Department for Work and Pensions (DWP), and immigration authorities, where required by law.

### **Law Enforcement:**

We may share your data with law enforcement agencies where required by law or where necessary to protect the safety of individuals.

### **Professional Advisors:**

We may share your data with our professional advisors, including solicitors, accountants, and insurers, where necessary for legal, financial, or insurance purposes.

### **Data Processors:**

We share your data with data processors who process data on our behalf, including our CRM provider (ZohoCRM) and website hosting provider. Data processors are contractually bound to protect your data and to use it only for the purposes we specify.

### **Other Youth Start Staff:**

We share your data internally with Youth Start staff members who need access to your data to perform their roles.

We do not sell your personal data to third parties for marketing purposes. We only share your data with third parties where necessary to provide our services, comply with legal obligations, or protect your safety and wellbeing.

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## International Data Transfers

Some of the third-party services we use (such as ZohoCRM) are based outside the United Kingdom and may transfer your data outside the UK. Where we transfer data outside the UK, we ensure that appropriate safeguards are in place, including Standard Contractual Clauses (SCCs) or other mechanisms approved by the UK Information Commissioner's Office (ICO).

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## How Long We Keep Your Data

We retain your personal data for the following periods:

### **Unsuccessful Candidates:**

We retain data from unsuccessful candidates for 12 months from the date of your application. After this period, your data is securely deleted.

### **Successful Candidates (During Placement):**

We retain data from candidates who are placed with employers for the duration of your placement and for 12 months after your placement ends.

### **Successful Candidates (After Placement):**

We retain data from candidates who have completed our mentorship programme for 3 years after your placement ends, to enable us to track outcomes and provide ongoing support.

### **Background Check Data:**

We retain background check data for 12 months after your placement ends, unless required to retain it for longer by law.

### **Right to Work Data:**

We retain right to work verification data for 2 years after your placement ends, in accordance with immigration law requirements.

### **Mentorship Records:**

We retain records of your mentorship activities and progress for 3 years after your placement ends.

### **Legal Claims:**

Where we are involved in a legal dispute with you or another party, we retain all relevant data for the duration of the dispute and for 6 years after the dispute is resolved, to comply with legal requirements.

Where you have consented to receive marketing communications, we retain your contact details until you withdraw your consent.

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## Your Rights

You have the following rights in relation to your personal data:

### **Right of Access:**

You have the right to request a copy of the personal data we hold about you. To exercise this right, please submit a Subject Access Request (SAR) to [contact@youthstart.co.uk](mailto:contact@youthstart.co.uk). We will provide your data within 30 days of your request.

### **Right to Rectification:**

You have the right to request that we correct any inaccurate or incomplete personal data we hold about you.

### **Right to Erasure:**

You have the right to request that we delete your personal data in certain circumstances, such as where the data is no longer necessary for the purpose it was collected or where you withdraw your consent. Please note that we may not be able to delete your data where we are required to retain it by law.

### **Right to Restrict Processing:**

You have the right to request that we restrict how we use your personal data in certain circumstances, such as where you dispute the accuracy of the data or where you object to our processing.

### **Right to Data Portability:**

You have the right to request that we provide your personal data in a portable format that you can transfer to another organisation.

### **Right to Object:**

You have the right to object to our processing of your personal data on the basis of legitimate interests. Where you object, we will stop processing your data unless we can demonstrate a compelling reason to continue.

### **Right to Withdraw Consent:**

Where we process your data on the basis of your consent, you have the right to withdraw your consent at any time. Withdrawal of consent does not affect the lawfulness of processing before the withdrawal.

### **Right Not to Be Subject to Automated Decision-Making:**

You have the right not to be subject to decisions based solely on automated processing (such as algorithmic decision-making) that produce legal or similarly significant effects. Where we use automated decision-making, we will inform you and provide you with an opportunity to request human review.

To exercise any of these rights, please contact us using the details at the end of this notice.

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## Data Security

We take data security seriously and have implemented appropriate technical and organisational measures to protect your personal data against unauthorised access, alteration, disclosure, destruction, or loss. These measures include:

- Encryption of data in transit and at rest
- Access controls and multi-factor authentication
- Regular security audits and risk assessments
- Staff training on data security and confidentiality
- Secure backup and disaster recovery procedures
- Physical security measures for paper files and storage devices

For more information about our data security measures, please see our Data Security Policy.

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## Automated Decision-Making and Profiling

We may use automated decision-making processes to assess your suitability for placements, including:

- Matching algorithms that compare your skills and experience to job requirements
- Scoring systems that assess your suitability based on application information
- Predictive analytics to identify candidates most likely to succeed in placements

Where we use automated decision-making that produces legal or similarly significant effects, we will inform you and provide you with an opportunity to request human review of the decision.

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## Cookies and Tracking

We use cookies and similar technologies to collect information about your use of our website. For more information about cookies, please see our Cookies Policy.

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## Changes to This Notice

We may update this Candidate Privacy Notice from time to time to reflect changes in our data practices or legal requirements. We will notify you of material changes by posting the updated notice on our website and updating the “Effective Date” at the top of this notice.

Your continued participation in our programme following the publication of an updated notice constitutes your acceptance of the updated notice.

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## Complaints

If you have concerns about how we handle your personal data, you have the right to lodge a complaint with the Information Commissioner's Office (ICO), the UK's independent authority for data protection.

### **Information Commissioner's Office**

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire, SK9 5AF  
Telephone: 0303 123 1113  
Website: <https://www.ico.org.uk>

You can also contact us directly to discuss your concerns before making a complaint to the ICO.

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## Contact Information

If you have any questions about this Candidate Privacy Notice, wish to exercise your rights, or have concerns about how we handle your personal data, please contact us:

### **Youth Start Limited**

Email: [contact@youthstart.co.uk](mailto:contact@youthstart.co.uk)  
Telephone: 07470435603  
Registered Office: 370 Osmaston Park Road, Derby, DE24 8FB

### **Data Protection Lead:**

Nick Calin  
Email: [contact@youthstart.co.uk](mailto:contact@youthstart.co.uk)  
Telephone: 07470435603

We will respond to your enquiry within 10 working days. If your enquiry is complex, we may need additional time, but we will keep you informed of progress.

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## Summary of Your Rights

Right	Description
Access	Request a copy of your personal data
Rectification	Request correction of inaccurate data
Erasure	Request deletion of your data
Restrict Processing	Request restriction of how we use your data
Data Portability	Request your data in a portable format
Object	Object to processing based on legitimate interests
Withdraw Consent	Withdraw consent to processing
Not Be Subject to Automated Decision-Making	Request human review of automated decisions

To exercise any of these rights, please contact us using the details above.

