



# Capgemini Young Persons Privacy Notice

## **PURPOSE**

This privacy notice covers young people on work experience & schools/college outreach (one day insights or in school visits).

To enable such activities we collaborate with schools, charities, and community organisations that may share basic personal data with us to ensure your experience with Capgemini is successful. This includes receiving attendee lists from these organisations, which allows us to coordinate activities, support your participation, and provide the best possible experience.

## **Who collects your personal data?**

Capgemini UK PLC are "Data Controllers" which means that we're in charge of the information we collect. Information on who to contact if you have any questions about your personal data is at the end of this document.

## **Purpose - Why do we collect your personal data?**

We collect your personal data to ensure we can support you, keep you safe, and provide the best possible experience. The information we collect also helps us to accommodate your needs, such as reasonable adjustments requests.

## **What data do we collect?**

We collect personal data to support and accommodate you properly, such as your name, contact details, age, school name, gender and details of any additional support you tell us you require (such as accessibility or dietary needs). We only collect this data to support your interactions with us.

We also collect information like the type of school you attend, so Capgemini can ensure both in the UK and globally that we meet the social commitments we have made publicly and to our own employees. This helps us improve our programmes and ensures we are reaching and supporting young people effectively in line with our stated aims to be an inclusive employer welcoming and supporting employees from all parts of society.

## **Special Categories of Personal Data:**

Having a workforce that represents UK society and offers routes to employment in the technology and consulting industries by reaching out to wider communities is important to us. Therefore, we monitor and measure our diversity data.

Some types of personal data are called Special Categories of Personal Data (special data). These are bits of information that need special protection because if known, others may use it in unfair ways. If we intend to collect special data, we will inform you first and obtain your consent.

The types of special data, which are voluntarily provided by you, are:

- Information about your health such as information about a disability you may have. This means information about your physical and/or mental health, or about learning disabilities.
- Information about your racial and/or ethnic origin

## **How do we collect your personal data?**

We collect personal data from you by electronic or manual methods. We may get your personal data from your school.

## **Work Experience**

If you have a work experience placement with us, we may contact your school to confirm your participation and any necessary details.

If your placement is virtual, we will send you the necessary invites and instructions to ensure you can take part smoothly.

## **What are our lawful reasons for collecting, using and storing personal data?**

### **Legitimate Interest**

We may collect, use and store personal data where it is necessary for the purposes of our company's legitimate interests.

### **Consent**

To allow us to use your personal data for the purposes described in this notice we may ask for your consent. You are able to tell us that you no longer consent at any time.

## **Vital Interest**

In an emergency situation we may need to share your information with your parents or carers or emergency services. We would work with our Data Protection Officer to ensure that we only share essential information.

## **Will your information be shared?**

If we have concerns about your participation such as wellbeing or attendance, we may contact your school. Out of school term we will contact the emergency contact you have given us.

No identifiable information including images will be shared publicly.

## **How long do we retain personal data?**

We will keep your personal data for no longer than 1 year after your interaction with us.

## **What about personal data security?**

We have put in place policies and procedures to protect personal data from being lost, misused, changed or destroyed. We aim to make sure that only those who need to access your personal data can. The people who have access to the data must maintain the confidentiality of information.

## **What are your data protection rights?**

### **You have the right to:**

- Be told how we use your information
- Ask for a copy of the information we hold
- Ask us to change information that you think is wrong
- Ask us to remove information but only when it's no longer needed
- Ask us to send your information on to someone else to use
- Ask us not to use your information if you think we got it wrong and your information should not be used in a certain way

If you wish to have access to information we hold on you, you will need to request this through our Data Protection Officer.

## **What about concerns and complaints?**

Our Data Protection Officer can be contacted at: [DSRR-UK@capgemini.com](mailto:DSRR-UK@capgemini.com)

You can also contact the Information Commissioner's Office, the UK Data Protection Regulator at: <https://ico.org.uk/concerns/handling/> if you have any concerns or complaints about how we handle your personal data.

### **Do we change or update this Privacy Notice?**

We may update this Privacy Notice at any time but intend to review it every twelve months.

This Privacy Notice was last updated in December 2025.

