



PRIVACY NOTICE GRADUATE, APPRENTICESHIP AND TRAINING PROGRAMMES

In accordance with relevant Data Protection Legislation (including the UK GDPR and the Data Protection Act 2018), ScottishPower, incorporated in Scotland (registered number SC193794) having its registered office at 320 St Vincent Street, Glasgow, G2 5AD, will process personal data as part of its early career's programme. This Privacy Notice specifically relates to Graduates, Apprenticeship, and Training programmes it explains how ScottishPower processes personal data relating to individuals (hereinafter referred to as "participants") who apply for or take part in the programme. Any reference made in this Privacy Notice to the term(s), "we", "our" or "us" refers to ScottishPower and "you" and "your" (and other similar terms) mean the Master's Scholarship participant.

PURPOSE

ScottishPower participates in Graduate, Apprenticeship and Training Programmes to support individuals developing skills in engineering, renewable energy, data, cybersecurity, IT and other strategic disciplines. Through a combination of practical experience, structured learning and mentoring, the programmes enable participants to advance their academic and professional development while contributing to the operation of the energy network.

By offering opportunities to earn while you learn, alongside industry insight and career development support, the programmes help build a strong and sustainable talent pipeline to support ScottishPower's long term goals and the transition to a Net Zero energy system.

How ScottishPower Receives Your Personal Data:

- All applications are submitted via the ScottishPower Early Careers application system.
- Once submitted, application data is processed by AmberJack, who acts as a data processor on behalf of ScottishPower and carries out the initial sift and screening stage in accordance with ScottishPower's instructions and under a data processing agreement.
- Only the personal data of applicants who progress beyond Amberjack's initial sift is shared with ScottishPower's Early Careers team for further assessment and programme progression.
- ScottishPower acts as the independent data controller for all applications and is responsible for decision making beyond the initial sift, including eligibility assessment, interviews, scholarship awards and programme administration.

ScottishPower processes personal data received from AmberJack solely for the purposes of assessing applications and administering the Master's Scholarship Programme.

WHAT DATA DO WE PROCESS?

ScottishPower may process the following participant data:

- Name and contact details
- Academic records, qualifications and university information
- CV, application form and personal statements
- Scholarship eligibility and discipline specific information
- Interview and assessment notes
- Bursary related information (including bank details)
- Mentor allocation and development records
- Participation, engagement and performance information throughout the programme

We may also process, where relevant:

- Information relating to reasonable adjustments
- Limited health information strictly necessary for programme participation or safety

Such data will only be processed when necessary and subject to appropriate safeguards.

LAWFUL BASIS FOR PROCESSING

We process your personal data under the following legal bases:

- **Legitimate Interests**- to review applications, assess suitability, support scholar development and ensure effective programme delivery.
- **Contractual Necessity**- for steps required before awarding a scholarship and to administer bursary payments.
- **Legal Obligations**- including financial compliance, right to study checks and reporting obligations where required.

HOW WE USE YOUR DATA

ScottishPower uses your personal data to:

- Review and assess scholarship applications
- Verify eligibility and academic requirements
- Communicate decisions and provide updates
- Confirm enrolment and course alignment
- Allocate a company mentor and support participation in academic projects
- Administer bursary and tuition fee payments
- Support professional development and programme engagement
- Meet legal, regulatory or reporting obligations

Your personal data is processed solely for the purpose of administering and delivering the Master's Scholarship Programme and is not used for marketing or unrelated activities.

SHARING YOUR DATA

Your data may be shared only where necessary and always securely, including with:

- ScottishPower Early Careers, Recruitment and HR teams
- Hiring managers, professional mentors and programme coordinators
- Finance teams administering tuition fee and bursary payments
- Approved third-party service providers supporting assessment or payment activities
- Universities, where required to confirm enrolment, progress or funding status
- Government, regulatory or financial authorities where legally required

ScottishPower does not share your personal data with external organisations for marketing.

DATA SECURITY

We implement robust technical and organisational measures to safeguard your personal data against unauthorised access, loss, or misuse. Access is strictly limited to authorised ScottishPower personnel and governed by confidentiality agreements.

DATA RETENTION

- *Unsuccessful participants:* personal data is retained for up to 6 months following the issue of an unsuccessful outcome letter.
- *Successful participants:* data is retained for the duration of the placement and, thereafter, according to our employee records retention schedule.

AUTOMATED DECISION MAKING

No automated decision making or profiling is carried out as part of this processing activity. All decisions involving your personal data are made by ScottishPower staff.

INTERNATIONAL DATA TRANSFERS

Your data will be processed and stored within the UK or European Economic Area (EEA). Where data is transferred outside of these regions, appropriate safeguards will be applied. ScottishPower is part of the Iberdrola Group. All intra-group data transfers are governed by Binding Corporate Rules (BCRs), which reflect European data protection standards. You can access Iberdrola's BCRs at: <https://www.iberdrola.com/privacy-policy>

YOUR RIGHTS

- Under Data Protection Legislation, you have the following rights:

- **Your right of access** - you have the right to ask us for copies of your personal information.
- **Your right to rectification** - you have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - you have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - you have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Your right to object to processing** - you have the right to object to the processing of your personal information in certain circumstances.
- **Your right to data portability** - you have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.
- **Your right to withdraw consent** - where consent is the legal basis for the processing of your personal data, you have the right to withdraw this consent at any time. This will not affect the lawfulness of any processing we may have undertaken based on your consent before it is withdrawn.
- **Right to complain** – You have the right to raise a concern with us if you believe your personal data has been handled improperly or in a way that does not comply with data protection legislation. To understand how we will manage and respond to your data protection complaint, please refer to our Data Protection Complaints Procedure, available here:

Internal: [Security UK - Data Protection Complaints](#)

If you wish to submit a complaint, you can do so using our dedicated Data Protection Complaint Form: [Data Protection Complaint Form](#)

External: [SP Complaints Procedure](#)

How To Contact Us:

You can contact the *People & Organisation Data Protection team* by email:

dataprotection_po@scottishpower.com

You can contact our *Data Protection Officer* by email:

dataprotection_corporate@scottishpower.com, or in writing:

Data Protection Officer
Corporate Security
Scottish Power UK
320 St Vincent Street
Glasgow, G2 5AD

If you remain unsatisfied with our response to your complaint, you have the right to lodge a complaint with the UK Information Commissioner's Office (ICO) by contacting:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire, SK9 5AF

Or Tel: 0303 123 111

Website: <https://www.ico.org.uk>

Date of Privacy Notice: June 2026.