

## **PRIVACY NOTICE POWER ACADEMY**

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 pre-employment programmes. This Privacy Notice specifically relates to the Power Academy programme and explains how ScottishPower processes personal data relating to individuals (hereinafter referred to as “participants”) who apply for the Power Academy programme. The programme is administered by the Institution of Engineering and Technology (IET), with ScottishPower acting as a Company Partner. 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 Power Academy participant.

### **PURPOSE**

ScottishPower participates in the Power Academy to support undergraduate electrical and power engineering students through sponsorship, professional development, and annual paid summer placements. This helps develop a pipeline of future engineers for the energy sector. The route by which ScottishPower receives your personal data depends on the type of university you attend:

#### *University Partner (Full Partner University)*

- Participant applications are submitted directly to the IET.
- The IET acts as the data controller in respect of these applications and during the initial first sift and eligibility screening stages.
- ScottishPower receives the details only for participants progressed beyond IET’s initial sift and becomes an independent data controller in respect of the data shared.

#### *Associate Partner University*

- Participant applications are submitted via the ScottishPower recruitment system.
- ScottishPower acts as independent data controller for these applications and conducts the full sift and assessment process.

### **WHAT DATA DO WE PROCESS?**

ScottishPower may process the following participant data:

- Participant name
- Contact details
- Academic information
- University records
- CV and application materials
- Interview and/or assessment information
- Notes recorded during ScottishPower’s sift and/or interviews

### **LAWFUL BASIS FOR PROCESSING**

We process your personal data on the following bases:

- Legitimate Interests – reviewing and assessing participants, communicating with participants, determining sponsorship and organising placements to support workforce planning.
- Contractual Necessity – where we need to take steps before entering into a summer placement contract.
- Legal Obligations – including right-to-work checks before placement.

## HOW WE USE YOUR DATA

ScottishPower uses your personal data to:

- Review participant applications (in some cases following the IET sift; in others as the first sift)
- Conduct interviews and assessments
- Decide whether to offer sponsorship
- Communicate with you regarding the outcome of your application
- Arrange and confirm summer placements
- Prepare and issue contracts
- Communicate with you about placement arrangements

Your data will not be used for marketing or unrelated purposes.

## SHARING YOUR DATA

We will only share your personal data where it is necessary for the intended purpose. We will ensure that all personal data is shared securely. We may share your data with:

- The ScottishPower Early Careers/Recruitment team
- ScottishPower hiring managers involved in interviews
- ScottishPower HR teams issuing contracts and onboarding documentation
- Approved third-party service providers under strict data protection agreements
- IET, to confirm details of unsuccessful applications

We do not share your personal data with any other third parties outside of ScottishPower unless required by law.

## 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](mailto:dataprotection_po@scottishpower.com)

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

[dataprotection\\_corporate@scottishpower.com](mailto: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: March 2026***