

Santander Universities SME Internship Programme – Terms & Conditions

2019-2020

1. Eligibility

1.1 Eligibility of Universities

Only universities who are recognised as a partner of Santander Universities (a division of Santander UK plc) are eligible to participate in the Santander Universities SME Internship Programme (**'the Programme'**).

1.2 Eligibility of Students & Graduates

- (a) Candidates must be **final year students or graduates** from one of our partner universities.
- (b) Once a student or graduate has completed an internship with an SME, they **cannot** apply for another part or fully funded internship with the same SME.

1.3 Eligibility of SMEs

- (a) Organizations must be registered and based in the UK.
- (b) Eligible organisations include companies, sole traders, and partnerships.
- (c) Internship Scheme Funding is eligible for the CEO of a start-up within the partner university Incubator to work up to 8 weeks on the business or for a start-up within the partner university incubator to benefit of an intern for a maximum of 4 weeks. In both scenarios, this will be fully funded by Santander.
- (d) Participating SME's can recruit a **maximum of 2 interns (per SME)** through each cycle of the Programme
- (e) SME's cannot apply for further Santander UK plc funding to either extend an intern contract or employ the same student or graduate after the internship has completed.

2. Management of the Programme

2.1 Once the SME has shortlisted candidates for an internship position, it will be its responsibility to interview candidates and manage all aspects of the recruitment process.

2.2 Once the internship has been allocated, the partner university's nominated

Programme manager will be responsible for uploading the relevant internship data through the Santander Talent Portal (the "Portal"). It is the responsibility of each partner university to get student's consent to Santander Internship Scheme T&Cs (this document) in line with the EU 2018 General Data Protection Regulation (GDPR) prior to uploading any personal data into the Portal. In the case a student does to express consent in line with the EU 2018 General Data Protection Regulation (GDPR) the University will submit anonymised data into the Portal or through an excel document to santander.universities@santander.co.uk copying Santander Universities Relationship Manager. Santander UK plc. Registered Office: 2 Triton Square, Regent's Place, London, NW1 3AN, United Kingdom. Registered Number 2294747. Registered in England and Wales. Santander UK plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number 106054). You can check this on the Financial Services Register by visiting the FCA's website www.fca.org.uk/register or by contacting the FCA on 0800 111 6768. Santander and the flame logo are registered trademarks.

2.3 The nominated Programme manager at each partner university will be responsible for any queries relating to the internship positions at each partner university.

2.4 The Programme manager at each university has to:

- (a) Ensure the Programme is advertised adequately at each partner university
- (b) Ensure internships are allocated by the dates stated on the donation agreement
- (c) Determine which internship roles are eligible and which candidates should be shortlisted to continue with the recruitment process.

3. Allocation and Programme management

3.1 The internships will be for a duration of between 4 and 8 weeks with the intern working on a full-time or part-time basis. Full time positions are based on a 35 hour week. Any extension of internships past the agreed term must be funded by the partner university and/or the SME.

3.2 Santander Universities disclaims all liability for breaches of employment laws and regulations by partner universities and SMEs. Each participating partner university and SME agree to operate the internship scheme in accordance with all employment laws and regulations and to indemnify Santander Universities in relation to all loss or damage it may suffer as a result of their failures to comply with such laws or regulations.

4. Funding and payment

4.1 Each intern under the Programme shall be paid a minimum of £315 per week based on a 35 hour week (unless located within the boroughs of Greater London see section 4b).

(a) Santander Universities will contribute up to a maximum of £1,260. Internships between 4 and 8 weeks will be part-funded by Santander at a rate of £157.50 per week to a maximum of £1,260, to be matched by the SME or University, these internships will not be fully funded by Santander at any point. The hours agreed between the student / university / business can be spread along the year, but always in line with the criteria described above. The table below illustrates the contribution from Santander and the SME or another source (where applicable)

Internship Length	4 Weeks	5 Weeks	6 Weeks	7 Weeks	8 Weeks
Santander Funding	£630	£787.50	£945	£1,102.50	£1,260
SME/Other Contribution	£630	£787.50	£945	£1,102.50	£1,260

*Calculated by the Resolution Foundation and overseen by the Living Wage Commission UK (September 2019)

(b) The London Living Wage in Greater London is currently £10.55 per hour. The rates are calculated annually by the Resolution Foundation and overseen by the Living Wage Commission, based on the best available evidence about living standards in London and the UK. Santander Universities recommends that for internships that take place in all boroughs of Greater London the below payment structure is used.

Internship Length	4 Weeks	5 Weeks	6 Weeks	7 Weeks	8 Weeks
Santander Funding	£738.50	£923.13	£1107.75	£1292.38	£1,477
SME/Other Contribution	£738.50	£923.13	£1107.75	£1292.38	£1,477

*Calculated by the Resolution Foundation and overseen by the Living Wage Commission UK (September 2019)

(c) Santander Universities will fully fund the salary of a CEO's start-up located at the university incubator for a maximum of 8 weeks (this means a maximum of £3,000 per start-up). **The maximum number of CEO's that can be fully funded by Santander is 3.**

(d) Santander Universities will fully fund the salary of an intern working at a start-up located at the university incubator for a maximum of 4 weeks (this means a maximum of £1,260 per start-up), unless located within the boroughs of Greater London, in which case the maximum will be of £1,477).

(e) University partners shall invoice Santander UK for the full amount detailed above within 60 days of signing the agreement or shall lose the ability to be entitled to the donation.

(f) The partner university in receipt of such grant shall ensure that this amount is forwarded to the allocated intern or SME.

(g) The SME will pay the remaining matched funded element where applicable (or other higher sum that the SME has agreed to pay the intern). The SME is entitled to provide more than minimum matched funded element towards the intern's salary over the agreed period if they choose to do so. The partner universities and the particular SMEs' shall determine how payment is to be made and agree this with the intern prior to commencement of the internship.

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(h) The partner university can provide the funding on behalf of the SME if they choose to do so.

4.2 Santander Universities will not be responsible for any late payment to the intern by the partner university or the SME.

Data Protection Statement

Introduction

By accepting the Santander UK Internship Scheme T&Cs you agree that your personal data is data which by itself or with other data available to us can be used to identify you. We are Santander Universities (a division of Santander UK plc, which is the data controller). This data protection statement sets out how we'll use your personal data. You can contact our Data Protection Officer (DPO) at 201 Grafton Gate East, Milton Keynes, MK9 1AN if you have any questions.

It is the responsibility of your university to get your consent to Santander Internship Scheme T&Cs (this document) prior to enrolling in the Santander Internship Scheme – consent must be in line with the EU 2018 General Data Protection Regulation (GDPR). If you do not express your consent, your university will submit anonymised data to Santander UK plc.

Where there are two or more people named, this data protection statement applies to each person separately.

The types of personal data we collect and use

By accepting Santander Internship Scheme T&Cs we'll use your personal data for the reasons set out below and to manage the services relating to the SME Internship Programme. We'll collect this **indirectly through our partner universities**. The personal data we use may include:

- Full name and personal details including contact information (e.g. home address and address history, email address, home and mobile telephone numbers, emergency contact details);
- Date of birth and/or age (e.g. to make sure that you're eligible to apply);
- Gender;
- Nationality;
- Business financial information (e.g. turnover);
- Subject area, University, degree type, year of study, value of donation/internship, information on your start-up, whether further employment is offered;
- Education and employment details/employment status for credit and fraud prevention purposes;
- Photographs and videos in relation to your participation in the SME Internship Programme;
- Personal data about other individuals, for example emergency contact details. You must have their authority to provide their personal data to us and share this data protection statement with them beforehand together with details of what you've agreed on their behalf.

Monitoring of communications

Subject to applicable laws, we'll monitor and record your calls, emails, text messages, social media messages and other communications in relation to your dealings with us. We'll do this for regulatory compliance, self-regulatory practices, crime prevention and detection, to protect the security of our communications systems and procedures, to check for obscene or profane content, for quality control and staff training, and when we need to see a record of what's been said.

Using your personal data: the legal basis and purposes

We'll process your personal data:

1. As necessary to **perform our contract or agreement with you** for the relevant service / placement:
 - a) To take steps at your request prior to entering into it;
 - b) To decide whether to enter into it;
 - c) To manage and perform that contract; and
 - d) To update our records.
2. As necessary for **our own legitimate interests** or those of other persons and organisations, e.g.:
 - a) For good governance, accounting, and managing and auditing our business operations;

- b) To monitor emails, calls, other communications, and activities relating to our dealings with you;
 - c) For market research, analysis and developing statistics;
 - d) To send you marketing communications and for marketing to you in-branch, including automated decision making relating to this;
 - e) To contact you in relation to competitions; events and initiatives and processes i.e. to determine if you have successfully passed to the next stage of the Programme;
 - f) To contact you to understand and assess the impact the Santander donations funding you have received has had on you;
 - g) To contact you to request your participation in events relating to the Programme;
 - h) To contact you to send you communications concerning academic activities such as conferences, courses and congresses, among others, or concerning services, products or activities in connection with research, technology, telecommunications, professional openings and job searches, culture, assistance with study and training, work and projects; and
 - i) To build address book type sheets for university partners to help manage key contacts.
3. As necessary **to comply with a legal obligation**, e.g.:
- a) When you exercise your rights under data protection law and make requests;
 - b) For compliance with legal and regulatory requirements and related disclosures;
 - c) For establishment and defence of legal rights;
 - d) For activities relating to the prevention, detection and investigation of crime;
 - e) To verify your identity, make credit, fraud prevention and anti-money laundering checks; and
 - f) To monitor emails, calls, other communications, and activities relating to your dealings with us.
4. Based on **your consent**, e.g.:
- a) When you request us to disclose your personal data to other people or organisations such as a company handling a claim on your behalf, or otherwise agree to disclosures and;
 - b) To send you marketing communications where we've asked for your consent to do so.

I'm free at any time to change my mind and withdraw my consent. The consequence might be that you can't do certain things for me.

Sharing of your personal data

Subject to applicable data protection law we may share your personal data with:

- The Santander group of companies* and associated companies in which we have shareholdings;
- Sub-contractors and other persons who help us provide our products and services;
- Companies and other persons providing services to us;
- Our legal and other professional advisors, including our auditors;
- Government bodies and agencies in the UK and overseas (e.g. HMRC who may in turn share it with relevant overseas tax authorities and with regulators e.g. the Prudential Regulation Authority, the Financial Conduct Authority, the Information Commissioner's Office);
- Courts, to comply with legal requirements, and for the administration of justice;
- In an emergency or to otherwise protect your vital interests;
- To protect the security or integrity of our business operations;
- When we restructure or sell our business or its assets or have a merger or re-organisation;
- Market research organisations who help to improve our products or services;
- Anyone else where we have your consent or as required by law.

International transfers

Your personal data may be transferred outside the UK and the European Economic Area. While some countries have adequate protections for personal data under applicable laws, in other countries steps will be necessary to ensure appropriate safeguards apply to it. These include imposing contractual obligations of adequacy or requiring the recipient to subscribe or be certified with an 'international framework' of protection. Further details can be found in the 'Using My Personal Data' booklet.

Your marketing preferences and related searches

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We'll use your home address, phone numbers, email address and social media (e.g. Facebook, Google and message facilities in other platforms) to contact you according to your preferences. You can change your preferences or unsubscribe at any time by contacting us. In the case of social media messages you can manage your social media preferences via that social media platform. Other areas of the group may contact you to discuss the internship

We may search the files at credit reference agencies before sending marketing communications or doing marketing in-branch to you about credit. The credit reference agencies don't record this particular search or show it to other lenders and it won't affect your credit rating. We do this as part of our responsible lending obligations which is within our legitimate interests. If you have previously told us that you don't want information on other products and services or to be included in market research, we'll continue to respect your wishes.

Criteria used to determine retention periods (whether or not you are accepted onto the programme)

The following criteria are used to determine data retention periods for your personal data:

- **Retention in case of queries.** We'll retain your personal data as long as necessary to deal with your queries (e.g. if your application is unsuccessful);
- **Retention in case of claims.** We'll retain your personal data for as long as you might legally bring claims against us; and
- **Retention in accordance with legal and regulatory requirements.** We'll retain your personal data after your account, policy or service has been closed or has otherwise come to an end based on our legal and regulatory requirements.

Your rights under applicable data protection law

Your rights are as follows (noting that these rights don't apply in all circumstances and that data portability is only relevant from May 2018):

- The **right to be informed** about our processing of your personal data;
- The right to have your personal data **corrected if it's inaccurate** and to have **incomplete personal data completed**;
- The **right to object** to processing of your personal data;
- The **right to restrict processing** of your personal data;
- The **right to have your personal data erased** (the "*right to be forgotten*");
- The right to **request access** to your personal data and information about how we process it;
- The right to **move, copy or transfer your personal data** ("*data portability*"); and
- Rights in relation to **automated decision making** including profiling.

You have the right to complain to the Information Commissioner's Office. It has enforcement powers and can investigate compliance with data protection law: ico.org.uk.

For more details on all the above you can contact your DPO or request the 'Using My Personal Data' booklet by asking for a copy in branch or online at santander.co.uk.

Data anonymisation and aggregation

Your personal data may be converted into statistical or aggregated data which can't be used to identify you, then used to produce statistical research and reports. This aggregated data may be shared and used in all the ways described above.

*Group companies

For more information on the Santander group companies, please see the 'Using My Personal Data' booklet.

