

## Privacy Notice

### Teaching Bursary in Scotland Scheme<sup>1</sup>

#### Who Are We?

We are Skills Development Scotland (SDS), and we are the national skills body for Scotland. We support the people and businesses of Scotland to develop and apply their skills.

#### The Teaching Bursary in Scotland Scheme

The purpose of the Teaching Bursary in Scotland Scheme (referred to as the 'Teaching Bursary Scheme') is to provide bursary assistance to individuals that would like to change career to undertake a one year Postgraduate Diploma in Education (PGDE) Initial Teacher Education (ITE) course in Scotland that leads to the award of registered teacher status in selected STEM subjects or in Gaelic as a language/Gaelic medium teaching.

#### Who is this Privacy Notice for?

This Privacy Notice provides information to both unsuccessful and successful applicants of the Teaching Bursary Scheme around how their personal data will be processed, shared and stored.

#### What personal information do we collect and process?

- Information that you provide about you through the application process. This includes your name, contact information, supporting evidence required for the purposes of the application.
- Information including details of your achievements and progress.
- Information you provide about yourself in the SDS equalities monitoring form.

#### How Do We Use Your Information?

	<b>Types of information</b>	<b>Why does SDS use your personal information?</b>	<b>Under what legal basis does SDS use your personal information?</b>
<b>1.</b>	Personal information.	To monitor our compliance with the conditions of funding related to the Teaching Bursary Scheme and to ensure that we are	Fair and lawful because it is:

<sup>1</sup> This scheme was previously referred to as 'Stem Bursary Scotland'; it has been extended in FY2023/24 to include Gaelic language teaching and has been re-named the 'Teaching Bursary Scheme'.

		properly spending and are accountable for those monies	<ul style="list-style-type: none"> <li>• necessary for SDS to comply with its legal obligations</li> <li>• necessary for reasons of the public interest</li> <li>• necessary for reasons of substantial public interest</li> </ul>
2.	Contact information.	To retain information relating to your training, eligibility, and subsequent destinations after being part of the Teaching Bursary Scheme. We may get in touch with you by email, phone call, text message or letter to understand your subsequent destinations in order to assess the effectiveness of the Teaching Bursary Scheme.	Fair and lawful because it is: <ul style="list-style-type: none"> <li>• necessary for SDS to comply with its legal obligations</li> <li>• necessary for reasons of the public interest</li> <li>• necessary for reasons of substantial public interest</li> </ul>
3.	Contact information.	To monitor, audit and evaluate the Teaching Bursary Scheme. (Evaluating may include requesting you to complete any questionnaire issued by or on behalf of SDS and/or Scottish Ministers)	Fair and lawful because it is: <ul style="list-style-type: none"> <li>• necessary for SDS to comply with its legal obligations</li> <li>• necessary for reasons of the public interest</li> </ul>
4.	Personal information.	To monitor your provider's compliance and performance including validating their claims for payment	Fair and lawful because it is: <ul style="list-style-type: none"> <li>• necessary for SDS to comply with its legal obligations</li> <li>• necessary for reasons of the public interest</li> </ul>
5.	Contact information.	To provide information to you about working life, fair work practices and the services and benefits you can access from SDS and other public sector or government bodies in Scotland and/or the UK	Fair and lawful because the intended processing is: <ul style="list-style-type: none"> <li>• necessary for reasons of the public interest</li> <li>• necessary to fulfil SDS's or any of the other bodies' legitimate interests, where the processing isn't unreasonably detrimental, and doesn't relate to a core obligation of SDS or the other body</li> </ul>
6.	Special category	To carry out equalities monitoring and to ensure we	Fair and lawful because it is:

	information (e.g. ethnicity, disability, sexual orientation)	meet our Equality Act 2010 obligations	<ul style="list-style-type: none"> <li>• necessary for SDS to comply with its legal obligations</li> <li>• necessary for reasons of substantial public interest</li> </ul>
7.	Personal information, Special category information (e.g. ethnicity, disability, sexual orientation)	To undertake statistical research regarding the value and impact of the Teaching Bursary Scheme and to assist with policy development.	<p>Fair and lawful because it is:</p> <ul style="list-style-type: none"> <li>• necessary for SDS to comply with its legal obligations</li> <li>• necessary for reasons of the public interest</li> <li>• necessary for reasons of substantial public interest</li> </ul>
8.	Personal information.	To use your application details as a case study in promotional information related to the scheme – but this will only be if you consent to this in the application process. You have a right to withdraw this consent and can do so by getting in touch with <a href="mailto:DPO@sds.co.uk">DPO@sds.co.uk</a>	<p>Fair and lawful because:</p> <ul style="list-style-type: none"> <li>• the data subject has given consent to the processing of his or her personal data for one or more specific purposes</li> </ul>
9.	Personal information, Special category information (e.g. ethnicity, disability, sexual orientation)	To make any future application you may wish to make to the Teaching Bursary Scheme more efficient, by saving your application data for a period of 1 year after your first application.	<p>Fair and lawful because:</p> <ul style="list-style-type: none"> <li>• necessary for reasons of the public interest</li> </ul>

### When might we share your information?

The information collected shall be held by us or on our behalf and may be passed by us to other public bodies concerned with one or more of the following:-

- economic development
- skills development
- awards for vocational qualifications
- maintaining educational standards
- the provision of other public services or benefits
- ensuring compliance with legal obligations
- our internal/external auditors in each case, to the extent required to fulfil their respective public functions.

The information provided will also be shared with the relevant University for the purpose of delivering the Teaching Bursary Scheme.

The information you provide to us about aspects such as your ethnicity and religion in the Equality Monitoring Form will be passed to Scottish Government as we are required to report on this information under the Equality Act (2010). These reports will be anonymous – they will not identify specific individuals.

### How do we protect your information?

Skills Development Scotland maintain a high standard of both physical and network security designed to protect paper or electronic forms of storage to hold and process your personal information.

Information that we hold about you will be subject to rigorous safeguards to ensure that it isn't accessed or disclosed inappropriately. We also take steps to ensure that your information is not damaged or rendered unavailable to those who have a right to see it.

To meet confidentiality requirements for our customers, stakeholders, and staff, Skills Development Scotland has Confidentiality, Data Protection, and Information Technology notices in place and we ensure that staff are fully aware of these and the associated guidance in relation to your personal information. These also apply when we dispose of paper records and delete electronic information in ways that ensure that your information cannot be recreated.

### How long do we store your information?

- Your personal information will be stored in our systems for up to 7 years after you have received your final funding as part of the Teaching Bursary Scheme. This is to allow a period for us to audit, monitor and evaluate participants on the scheme.
- In the event that the Teaching Bursary Scheme closes, all personal data will be securely transferred to SDS, and the retention period above will apply.
- If you have applied for the Teaching Bursary Scheme and were unsuccessful (or you were awarded a Teaching Bursary and later declined this offer before any payments were received), we will retain the personal data from your application (including supporting documentation) in any case for 18 months after the date of application. This is in order to make any further applications you may wish to make more efficient and less time-consuming for you.

If you require any further detail or clarification on how long we will keep your personal information for and our reason for doing so, please feel free to get in touch with us through the contact information provided in the contact section below.

## Your Rights

Under Data Protection legislation – including the UK GDPR and Data Protection Act 2018 - you have a number of rights in relation to how your personal information is processed.

If you wish to find out what these rights are, please see [www.sds.co.uk/privacy](http://www.sds.co.uk/privacy) and get in touch with [DPO@sds.co.uk](mailto:DPO@sds.co.uk) if you wish to find out more information or enact one of those rights.

## Updating information

Please let us know if the personal information which we hold about you needs to be corrected or updated.

## Notice amendments

We may update this Privacy Notice by posting a new version on the website and, where appropriate, we will notify you by email. You can check back frequently on our website to see any updates or changes.

## Data Controller

The data controller responsible in respect of the information collected is The Skills Development Scotland Co. Limited, which is notified to the Information Commissioner as a data controller with registration number Z1445093.

If you remain dissatisfied with our response following any review related to a request you have made regarding your personal data, you are entitled to appeal to the Information Commissioner. Such an application should be sent to the following address:

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow SK9 5AF

Phone: 0303 123 1113

Website: [ico.org.uk/](http://ico.org.uk/)

## Contact

If you have any specific queries regarding your rights, or any other matter, please contact the Data Protection team at [DPO@sds.co.uk](mailto:DPO@sds.co.uk).