

Privacy Notice

Land Based Pre-Apprenticeships

Who are we?

The Skills Development Scotland Co Limited (“SDS”, “we”, or “us”) is the national skills body supporting the people and businesses of Scotland to develop and apply their skills.

We refer to the individuals whose personal data we may be processing as “pre apprentices”, “mentor company”, “machinery rings”, “provider” “staff”, “you” or “your” in this notice.

The Land Based Pre-Apprenticeship Programme

The Land Based Pre-Apprenticeship Programme (LBPAP) provides young people with practical experience working in the sector coupled with insight into the range of vocational opportunities available through a structured programme of work-based learning. LBPAP is overseen by Skills Development Scotland and delivered by three Machinery Rings throughout Scotland.

Who is this Privacy Statement for?

This Privacy Statement primarily provides information to pre apprentices on the Land Based Pre Apprenticeship programme around how their personal data will be processed, shared and stored. This Privacy Statement also provides information to:

- the Pre Apprentices’ Mentor Company;
- the staff of the Machinery Ring;

around how their personal data will be processed, shared and stored.

What personal information do we collect and process?

The pre apprentice on the Land Based Pre Apprenticeship Programme

- Information that you provide about you and your personal circumstances.
- Information about your Pre Apprenticeship including details of your achievements and progress, your records of work and learning plan relating to your training and subsequent progression and outcomes from your training.
- Information you provide about yourself in the SDS equalities monitoring form.

Information is provided by yourself or the Machinery Ring.

The Mentor Company

Contact details of each representative from each Mentor Company: name, address, telephone and unique email address.

Machinery Ring Staff

Contact details of each representative from each Machinery Ring: name, address, telephone and unique email address.

How do we use your information?

	Types of personal information	Why do SDS use your personal information?	Under what legal basis do SDS use your personal information?
1.	Personal information.	To monitor our compliance with the conditions of funding related to the Pre Apprenticeship Programme and to ensure that we are properly spending and are accountable for those monies	Fair and lawful because it is: <ul style="list-style-type: none"> • necessary for SDS to comply with its legal obligations • necessary for SDS to perform a task in the public interest
2.	Personal Information, Contact Information.	To generally help you find and retain suitable employment	Fair and lawful because it is: <ul style="list-style-type: none"> • necessary for SDS to comply with its legal obligations • necessary for SDS to perform a task in the public interest
3.	Contact information	To monitor, audit and evaluate the quality of your individual training and the Pre Apprenticeship Programme generally. (Evaluating may include requesting you to complete any surveys issued by or on behalf of SDS and/or Scottish Ministers)	Fair and lawful because it is: <ul style="list-style-type: none"> • necessary for SDS to comply with its legal obligations • necessary for SDS to perform a task in the public interest

4.	Personal Information.	To monitor your provider's compliance and performance including confirming their invoice for payment	Fair and lawful because it is: <ul style="list-style-type: none"> • necessary for SDS to comply with its legal obligations • necessary for SDS to perform a task the public interest
5.	Contact information.	To provide information to you about working life, fair work first 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"> • necessary for SDS to perform a task in the public interest
6.	Special category information (e.g. ethnicity, disability, sexual orientation)	To carry out equalities monitoring and reporting to ensure we meet our Equality Act 2010, including the public sector equality duty.	Fair and lawful because it is: <ul style="list-style-type: none"> • necessary for SDS to comply with its legal obligations • necessary for reasons of substantial public interest, paragraph 8 of Schedule 1 of the DPA Act 2018 (Equality of opportunity or treatment)
7.	Personal information.	To monitor and evaluate the training against the programme objective.	Fair and lawful because it is: <ul style="list-style-type: none"> • necessary for SDS to comply with its legal obligations • necessary for SDS to perform a task in the public interest
8.	Contact information, Personal information, Special category information (e.g. ethnicity, disability, sexual orientation)	To undertake statistical research regarding the value and impact of the Land Based Pre Apprenticeship Programme and to assist with policy development.	Fair and lawful because it is: <ul style="list-style-type: none"> • necessary for SDS to comply with its legal obligations • necessary for SDS to perform a task in the public interest • necessary for reasons of substantial public interest, paragraph 8 of Schedule 1 of the DPA Act 2018 (Equality of opportunity or treatment)

9.	Contact information.	To contact the Mentor Company to alert them to and discuss any additional services offered by SDS from time to time	Fair and lawful because it is: <ul style="list-style-type: none"> • necessary for SDS to perform a task in the public interest
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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:

- Promotion of skills
- Promotion of education

Anonymous information is shared with Scottish Government and other partners and may be published on the SDS website.

Your information may be shared with external contractors for the purposes of completing an evaluation exercise.

The Machinery Ring within your area (either Ringlink Scotland, Borders Machinery Ring, or Tarff Valley) will be in direct contact with you regarding day-to-day delivery of the LBPAP.

The information you provide to us about aspects such as your ethnicity, gender 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).

Employer information may be shared with external contractors for the purposes of follow up evaluation and research.

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?

Once you have been verified as a participant under the Land Based Pre-Apprenticeship Programme, your personal data submitted to SDS by you and/or your training provider will be retained by SDS for a period of 4 years after the date it was provided to us.

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 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 and get in touch with 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. Please check back frequently 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 Commissioners Office
Wycliffe House, Water Lane, Wilmslow SK9 5AF

Phone: 0303 123 1113

Website: 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.