

## 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 “participants”, “employer”, “learning 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 contracted learning providers throughout Scotland.

#### Who is this Privacy Notice for?

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

- the paid work experience placement employer
- the staff of the learning provider;

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

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

##### About the participant on the Land Based Pre-Apprenticeship Programme

- Personal information that you provide about you and your personal circumstances. This includes (but are not limited to) name, date of birth, national insurance number, address, employment history, qualifications.
- Contact information that you provide. This includes email address and phone number

- Information you enter on the SDS equalities monitoring form (most of which is known as special category or sensitive data). This includes information concerning ethnicity, gender identity, religious beliefs, sexual orientation, health data (e.g. disability). It also includes information relating to care experience.
- You or the learning provider will provide information about your Pre-Apprenticeship including details of your achievements, such as qualifications undertaken, progress towards completion of the programme your records of work and learning plan relating to your training and subsequent progression and outcomes from your training.

### **About the paid work experience placement employer**

- Personal and contact information for the employer or their representatives. This includes name, phone number and email address.

### **About the staff at the learning provider**

- Personal and contact information for the staff at the learning provider. This includes name, workplace phone number, workplace email address and job title.

### **How do we use your information?**

<b>We use your information to</b>	<b>To do that, we use</b>	<b>Why is fair &amp; lawful for SDS to do this?</b>
1. 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	Participant's personal information.	Because it is: <ul style="list-style-type: none"> <li>• necessary for SDS to comply with its legal obligations</li> <li>• necessary for SDS to perform a task in the public interest</li> </ul>
2. Generally help you find and retain suitable employment	Participant's personal information.	Because it is: <ul style="list-style-type: none"> <li>• necessary for SDS to perform a task in the public interest</li> </ul>
3. 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)	Participant's contact information	Because it is: <ul style="list-style-type: none"> <li>• necessary for SDS to comply with its legal obligations</li> <li>• necessary for SDS to perform a task in the public interest.</li> </ul>
4. Monitor your learning provider's compliance and performance including	Participant's personal information.	Because it is: <ul style="list-style-type: none"> <li>• necessary for SDS to comply with its legal</li> </ul>

<b>We use your information to</b>	<b>To do that, we use</b>	<b>Why is fair &amp; lawful for SDS to do this?</b>
confirming their claim for payment		<p>obligations</p> <ul style="list-style-type: none"> <li>necessary for SDS to perform a task the public interest</li> </ul>
5. 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.	Participant's contact information	<p>Because it is:</p> <ul style="list-style-type: none"> <li>necessary for SDS to perform a task in the public interest.</li> </ul>
6. Carry out equalities monitoring and reporting to ensure we meet our Equality Act 2010, including the public sector equality duty.	Participant's special category information (e.g. ethnicity, disability, sexual orientation)	<p>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 substantial public interest, paragraph 8 of Schedule 1 of the Data Protection Act 2018 (Equality of opportunity or treatment).</li> </ul>
7. Monitor and evaluate the training against the programme objective.	Participant's personal information.	<p>Because it is:</p> <ul style="list-style-type: none"> <li>necessary for SDS to comply with its legal obligations</li> <li>necessary for SDS to perform a task in the public interest</li> </ul>
8. Undertake statistical research regarding the value and impact of the Land Based Pre-Apprenticeship programme and to assist with policy development.	Participant's personal information, special category information (e.g. ethnicity, disability, sexual orientation)	<p>Because it is:</p> <ul style="list-style-type: none"> <li>necessary for SDS to comply with its legal obligations</li> <li>necessary for SDS to perform a task in the public interest.</li> <li>necessary for reasons of substantial public interest, paragraph 8 of Schedule 1 of the Data Protection Act 2018 (Equality of opportunity or treatment).</li> </ul>
9. Contact the employer to alert them to and discuss any additional services offered by SDS from time to time.	Paid work experience placement employers contact information	<p>Because it is:</p> <ul style="list-style-type: none"> <li>necessary for SDS to perform a task in the public interest.</li> </ul>
10. Contact the learning provider for the purposes of contract management	Staff at the learning providers contact information	<p>Because it is:</p> <ul style="list-style-type: none"> <li>necessary for SDS to perform a task in 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:

- 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 learning provider will be in direct contact with you regarding day-to-day delivery of the LBPAP.

The information you provide to us about your ethnicity, gender and religion in the Equality Monitoring Form will be passed to Scottish Government in an anonymised format 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 on the programme by your learning provider, your personal data submitted to SDS by you and/or your employer or learning provider will be retained by SDS from the date it is provided until:

A period of 7 years after the completion of your course, for the purposes of research and analysis that aims to understand the long-term outcomes of individuals who have completed the Land Based Pre Apprenticeship programme, so that we can improve our service and better meet the needs of people across Scotland. Participant personal data will also be retained for the same time period for monitoring and auditing purposes.

The contact information of the Employer's representative will also be held from the date it is provided for 7 years after the completion of the Land Based Pre Apprenticeship programme, in line with how long we hold the participant's data for monitoring and auditing purposes.

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. 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/](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).