

Privacy Notice

SDS Collaborative PhD Programme

Who are we?

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

SDS PhD Programme

The SDS PhD Programme is a collaborative research partnership with the Scottish Graduate School of Social Science ([SGSSS](#)) to provide rigorous policy-focused research relevant to the skills agenda. SGSSS lead on academic aspects of the Programme while SDS supports research dissemination, student engagement and policy impact.

Who is this Privacy Statement for?

This Privacy Notice provides information for PhD students on the SDS Collaborative PhD Programme on how their personal data will be collected and processed in the context of their participation in the programme.

What personal information do we collect and process?

- Information you provide as part of your registration with the Host University to undertake a PhD as part of the SDS Collaborative Programme. This includes your name and University email address.
- Additional contact information that you provide to SDS on request. This includes your telephone or mobile phone number in case we need to contact you quickly, e.g., regarding attendance at an SDS event; your current address for specific correspondence, e.g., dispatching of prizes for successfully taking part in SDS PhD Competitions; and Next of Kin or emergency contact details to provide for your welfare and safety while on SDS premises.
- Information your University provides about changes to the duration of your PhD. This includes medical and welfare information where SDS is required to make a decision about agreeing to an extension of your PhD studies and/or about making an increase in its contribution to co-funding of your PhD.
- Information you provide at the request of SDS in the form of a quote or comments about your participation in the PhD Programme for inclusion in the SDS PhD Brochure and in specific promotional articles circulated on the SDS intranet.
- Information calculated by SDS relating to the cost of your PhD studies, including the amount of stipend, university fees, and RSTG amount awarded to you, to enable SDS to estimate its annual and total funding contribution to the cost of your PhD studies.
- Information we collect about your participation in SDS PhD student networking activity and programmes, such as SDS PhD Student Seminars and the Annual PhD Networking Event.

- Information we collect about your contact with SDS PhD Sponsors to ensure that they support you appropriately during your PhD.
- Information collected in the annual review meeting with academic supervisors and students on the direction and progress of the PhD.
- Contact details of former students as part of our alumni network.
- Information relating to additional support requirements and/or disabilities, for the specific purpose of SDS making reasonable adjustments. Providing SDS with this type of information will be the choice of the PhD student.

How do we use your information?

	Type of personal information	How does SDS use your personal information?	Under what legal basis does SDS use your personal information?
1.	The types of personal information detailed in the privacy notice (above)	<ul style="list-style-type: none"> • Providing you with a high-quality, policy-based PhD opportunity in partnership with the Scottish Graduate School of Social Science. • Maintaining a record of the SDS PhD Student Cohort (containing contact details, PhD topic, study duration and University information). • Maintaining financial records for the SDS PhD Programme budget • Allocating an SDS PhD Sponsor to individual SDS PhD students and ensuring that an appropriate level of support is provided • Conducting SDS PhD student feedback surveys • Tracking the direction and progress of the PhD • Maintaining an alumni network of our previous students • Sending electronic communications, postal letters, and making telephone calls to provide you with information about SDS PhD Programme events 	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 the public interest • necessary for reasons of substantial public interest

		<ul style="list-style-type: none"> • Providing for your welfare and safety while on SDS premises • Making reasonable adjustments at the request of the student 	
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When might we share your information?

The information provided will be shared with the Scottish Graduate School of Social Science for the purpose of delivering the SDS Collaborative PhD Programme.

The information you provide to us in the form of quotes or comments may be shared with SGSSS for the purposes of promoting the PhD Programme (e.g. as part of the PhD Brochure).

SDS may exchange information with your university or SGSSS about periods of leave and changes in the duration of your studentship for the purposes of accurately estimating SDS' co-funding contribution to the PhD Programme.

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?

We will hold your contact information for a period of 10 years following completion of your PhD, to provide you with follow-on support such as references and to invite you to SDS Alumni events. After this time, we will delete your personal data.

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 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 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.

Your host University will also be a separate data controller for any of your personal data that they process for their own purposes.

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 wish to get in touch regarding any queries about your rights, or for any other matter, please contact the Data Protection team at DPO@sds.co.uk.