

Skills Development Scotland

Privacy Notice – National Third Sector Fund

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.

What is NTSF?

- NTSF is the National Third Sector Fund.
- The National Third Sector Fund offers employability support to unemployed people across Scotland. The main age range of participants is 16-29 although the fund can also support any individuals of working age. It's delivered by third sector organisations and targets individuals assessed at stage one of the employability skills pipeline. Some individuals may still get offered support at stage two and three.
- The National Third Sector Fund is delivered by third sector organisations and is managed and administered by Skills Development Scotland on behalf of the Scottish Government. The European Social Fund funds this initiative.

Why do we require your personal information?

- It is very important to us that you fully understand why it is we are required to process and store some of your personal information. In practice, this

can be things such as your name, email address or post code. If you wish to be reminded of the full list of personal information you provided us in the registration form, please get in touch with us using one of the contacts supplied at the bottom of this notice.

- For all SDS programmes, we act purely in the public interest when gathering personal data of individuals. Simply put, this means that we only collect what is necessary for us to deliver our service as the national skills body of Scotland – supporting the people and businesses of Scotland to develop and apply their skills.

Why do we need your personal information for NTSF in particular?

- As you are a participant of the National Third Sector Fund programme, we are required to store your personal information in order to ensure that money is being spent appropriately. This is a standard requirement of any programme that is partly funded by another body – SDS needs to be able to prove that each participant is eligible to be part of the programme and that the money is spent appropriately.
- On the application form, we ask for details on any benefits you may receive, your employment status and any barriers to employment you face. This is to understand your current economic situation and helps us understand the support we can best provide you with. As National Third Sector Fund was designed to aid individuals facing barriers to employment, this is important information for us to collect.
- The National Third Sector Fund is partly funded by the European Social Fund. They require to collect data on your Gender and Disability. This is part of their efforts to address equality of opportunity to their funded programmes. Your answers to these questions do not affect your participation on the programme. Your answers to these questions are used to create anonymous reports.
- This is based on the contract between SDS and you. SDS will never use your personal information for any reason outside of those listed above.
- You may have filled out an Equalities Monitoring form. If you did, your answers to the questions on this form are held securely and used to create

anonymous reports that can therefore never be linked back to you as a person. We are obliged to collect and report on these characteristics under the Equality Act 2010 and share the anonymous reports with the Scottish Government.

With whom do we share your personal information?

- In order for SDS to deliver an efficient service, we often co-ordinate our efforts with other organisations/bodies that have an interest in the promotion of skills and education. For the National Third Sector Fund programme, SDS may share your information with Local Authorities in Scotland, Scottish Ministers, the European Commission, or awarding bodies for vocational and employability qualifications.

Will we ever contact you directly?

- Firstly, we may contact you in order to ensure that your Delivery Organisation is properly complying with the terms of National Third Sector Fund. It is important that we are able to do this as we required under law to ensure their compliance.
- Secondly, you may have indicated on the registration form that you are content to be contacted by either SDS or any of the above named organisations in helping to weigh up the impact and effectiveness of the National Third Sector Fund. This may be in the form of a survey or questionnaire. If you are contacted, it will be through the medium you selected in the registration form.
- If you have changed your mind and wish to not be contacted for this second point, please contact us through the address provided at the bottom of this notice.

For how long are we required to hold your information?

- Until 31st December 2022, or
- if the period of approved activity is extended by the Scottish Government, then documents will be retained for two years after 31st December following

the submission of final accounts that include final expenditure relating to the NTSF programme.

- We retain your personal information for the purpose of verification and audit checks performed in relation to the European Social Fund.

Your rights

Please visit the following section on our website –

www.skillsdevelopmentscotland.co.uk/about/policies/privacy to get clear and easy-to-read information on what your rights are in relation to your own personal information and how to go about putting these rights into action. Further, please check back after 25th May 2018 in order to understand your new rights under the General Data Protection Regulation.

Contact

Skills Development Scotland is the data controller in respect of your personal data.

If you have any specific queries regarding your rights, or any other matter, please contact the Data Protection Officer at DPO@sds.co.uk , or alternatively our GDPR team at gdpr@sds.co.uk