

## Skills Development Scotland

### Privacy Notice – PACE

#### 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 PACE?

- Simply put, we aim to help minimise the impact for people and businesses facing redundancy.
- PACE was set up by the Scottish Government, and also includes DWP (through Jobcentre Plus), local authorities, Citizens Advice, colleges and training providers. Local PACE teams deliver the service across Scotland.
- They understand the local labour market, and offer a wealth of experience in helping companies and people who are facing redundancy. Local teams can respond quickly when situations arise and can also come in and assist businesses to try and minimise the risk of redundancy before it happens.

#### 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. We require it for the following reasons:

- Firstly: to monitor, audit and evaluate the effectiveness of PACE. This allows us to check, for example, the impact of equal opportunity policies and in doing so improve the service. If you have registered for PACE, this is why we asked for information on aspects such as your ethnicity or whether you consider yourself to have a disability. It is part of our obligations as a public organisation under the Equality Act 2010 to report on these aspects to the Scottish Government. These reports would never identify you personally – they are completely anonymous.
- Secondly, we require your contact information in order to create a customer record on our secure internal database. This is so that we can manage your record and provide you with continued support if necessary.
- Finally, if you have registered for PACE, you may have ticked a box indicating that you would like to receive further information about products and services from PACE partners which may be of benefit to you. If you ticked this box, you will receive email alerts making you aware of these opportunities.

#### **With whom do we share your personal information?**

- It is necessary for us to share your personal information with PACE partners. PACE partners are mainly public bodies – such as the Scottish Government, Skills Development Scotland, Jobcentre Plus and private sector bodies that are contracted to the above organisations. This data sharing is all for the purpose of monitoring, auditing and evaluating the PACE programme.
- As stated above, we also share anonymised reports with the Scottish Government under our Equality Act 2010 obligations. These reports will never identify you personally and never impact your participation on our programme.
- We will never pass your personal information to other organisations for any other purpose other than the one listed above. We will always act in your interest and be transparent with any changes in this regard.

#### **For how long are we required to hold your information?**

- TBC for PACE

## Your rights

Please check our privacy policy available on our website for information on your rights regarding your personal data.

On the 25<sup>th</sup> May, the General Data Protection Regulation comes into effect, and gives individuals greater rights and protection around their data. Please check back this link after this date for updated information on what this means for you.

<https://www.skillsdevelopmentscotland.co.uk/about/policies/privacy/> .

## 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 relating to your personal data, please contact the Data Protection Officer at [DPO@sds.co.uk](mailto:DPO@sds.co.uk), or alternatively our GDPR team at [GDPR@sds.co.uk](mailto:GDPR@sds.co.uk)

Further, you may also contact PACE specifically – Calum MacLean at [calum.macleans@sds.co.uk](mailto:calum.macleans@sds.co.uk)