

Skills Development Scotland

Privacy Notice – Scotland’s Employer Recruitment Initiative (SERI)

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 SERI?

- Scotland’s Employer Recruitment Initiative (SERI) is a programme operated by SDS that is designed to support unemployed young people that face significant barriers to employment, to enable them to obtain and remain in sustainable employment.

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 are a new or existing participant in the SERI programme and 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.

- If you are a participant of the Scotland's Employer Recruitment Initiative (SERI) 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 correctly. As part of this, we may wish to contact you directly to discuss the support, training and outcomes facilitated through SERI.
- In order for us to ensure that SERI has a positive impact, it is necessary for us to retain information relating to your training, eligibility, and subsequent destinations after being part of SERI. In carrying out evaluation, we may request that you complete a questionnaire issued by us or by the Scottish Government.
- As part of our role as the national skills body, we are required to pass your information to public authorities concerned with economic and/or skills development (including SDS, Local Authorities, Scottish Ministers, the European Commission and/or government departments). We only share your information in this manner when it is prescribed under law, or when it is in the public interest for us to do so.
- This is based on the agreement between SDS and you. SDS will never use your personal information for any reason outside of those listed in this notice.
- You may have noticed that we asked you for information on aspects such as your gender, ethnicity and religious belief in Part 2 of the registration form. As a relevant public authority, we have a duty under the Equality Act 2010 to collect and report on this information, so that we can better understand how to support people from all backgrounds and ensure equal access to opportunities. When we store your answers to these questions in our system, it is not linked next to your name. We will only report on these answers/results anonymously.

With whom do we share your personal information?

- In order for SDS to be sure that our funding is supporting the specific targeted groups that SERI was designed for, we often co-ordinate our efforts with other organisations/bodies that have an interest in the promotion of skills and education. For the SERI programme, SDS may share your information with Local Authorities in Scotland, Scottish Ministers, the

European Commission, or awarding bodies for vocational and employability qualifications.

- Your training provider will hold on to your personal information for the management of your employment with them and for auditing, monitoring and compliance checks. They will not retain your answers to the Equalities Monitoring questions.

For how long are we required to hold your information?

- Your personal information will be stored in our systems for up to 3 years after you have left SERI. This is for the purposes of performing auditing, monitoring and compliance checks, so that we know that funding is being spent appropriately.

Your rights

- Please check our privacy policy available on our website for information on your rights regarding your personal data.
- On the 25th 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, please contact the Data Protection Officer at DPO@sds.co.uk, or alternatively eisgovernance@sds.co.uk.

