

Work Able Scotland Privacy Statement and Data Protection

Privacy Statement

Who are we?

Skills Development Scotland Co Ltd (which we sometimes refer to as “SDS”, “we” or “us” in this notice) is the national skills body supporting the people and businesses of Scotland to develop and apply their skills.

Work Able Scotland

Work Able Scotland is a programme managed by SDS on behalf of Scottish Government that supports people facing barriers to employment because of long term unemployment and a health condition. The programme is delivered through three contracted Service providers – Progress Scotland, The Wise Group and Remploy.

In making Work Able Scotland available to you, we are required to collect and process the personal data that you filled out on the training agreement and equalities monitoring forms. We only collect your personal data when it is necessary for us to deliver the programme to you, to help improve the Work Able Scotland programme, and to meet our legal obligations.

- **Information you as a participant give to SDS**

We will collect and process the following personal information:-

- information that you provide about you and your personal circumstances;
- information about your experience on Work Able Scotland including details of your achievements and progress, relating to the support received and subsequent progression and outcomes from this activity and
- information you provide about yourself in the SDS equalities monitoring form and any disability or care leaver form.

- **Sources of Information**

SDS will receive the above information from you directly, from your service provider and/or your employer.

- **Organisations we may pass your information to**

- 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:-
 - economic development
 - skills development
 - awards for vocational qualifications
 - maintaining educational standards
 - the provision of other public services or benefits
 - our internal/external auditors
 - research and evaluationin each case, to the extent required to fulfil their respective public functions.

- It will also be shared with your service provider, in order to manage and deliver Work Able Scotland.

The information you provide to us about aspects such as your ethnicity and religion in the Equality Monitoring Form will be passed to Scottish Government as we are required to report on this information under the Equality Act (2010).

We will only report on your answers to the Equalities Monitoring form in an anonymised manner.

- **Legal Bases for processing the information**

This table sets out why we are required to process your personal data, and why this is permitted under law. This is so that you are fully aware of what we do with your data as an organisation.

	SDS and these other organisations that may receive the information from us may use the information for one or more of the following purposes -	SDS is entitled to process the information as the intended processing, under the Data Protection Act and the General Data Protection Regulation, is -
i	To monitor our compliance with the conditions of funding related to WAS and to ensure that we are properly spending and are accountable for those monies	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
ii	To generally help you find and retain suitable employment	Fair 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
ii	To monitor, audit and evaluate the quality of your individual training and WAS generally. (Evaluating may include requesting you to complete any questionnaire issued by or on behalf of SDS and/or Scottish Ministers)	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
iii	To monitor your service provider's compliance and performance including validating their claims for payment	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
iv	To provide information to you about working life, fair work practices and the services and benefits you can access from SDS and other public sector or government bodies in Scotland and/or the UK	Fair and lawful because the intended processing is:- <ul style="list-style-type: none"> • necessary for reasons of the public interest • necessary to fulfil SDS's or any of the other bodies' legitimate interests, where the processing isn't unreasonably detrimental, and doesn't relate to a core obligation of SDS or the other body

v	To carry out equalities monitoring and to ensure equality of access to our programmes	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 substantial public interest
vii	To undertake statistical research regarding the value and impact of WAS and to assist with policy development.	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

1. Please note that SDS or its agents may contact you as a participant in the WAS from time to time by telephone, post, text or email or indeed arrange to meet with you directly to discuss matters associated with the provision of your training for the purposes of quality monitoring, training provider compliance and quality assurance, validating training providers' claims for payment and/or measuring outcomes.
2. Once you have been verified as a participant under WAS by your service provider, your personal data will be stored by the service provider for a period of at least 3 years following the expiry of the Service Provider contract.

This is for the purposes of monitoring and auditing checks. 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 paragraph below.

3. SDS is the 'data controller' in respect of all of your personal data collected by SDS under the WAS Programme. If you require any information regarding your personal data, please contact the DPO for SDS at DPO@sds.co.uk
4. If SDS make changes to this Privacy Notice we will post them on our website and, where appropriate, we will notify you by email. Please check back frequently to see any updates of changes to this Privacy Notice.
5. For more information about your rights under the Data Protection Act 1998 or, from 25 May 2018, the General Data Protection Regulation 2016 please see <https://www.skillsdevelopmentscotland.co.uk/about/policies/privacy> or the UK Information Commissioner's website at www.ico.org.uk

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