

Privacy Notice

Work Able Scotland

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.

Work Able Scotland

Work Able Scotland was a programme managed by SDS on behalf of Scottish Government that supported people facing barriers to employment because of long term unemployment and a health condition. The programme was 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 collected your personal data when it was necessary for us to deliver the programme to you, to help improve the Work Able Scotland programme, and to meet our legal obligations.

Who is this Privacy Statement for?

This Privacy Statement provides information to participants on the Work Able Scotland programme around how their personal data has been processed, shared and stored.

What personal information do we collect and process?

We collected and processed the following personal information: -

- Information that you provided 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.
- Information you provide about yourself in the SDS equalities monitoring form and any disability or care leaver form.

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

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.	Personal information.	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
2.	Personal information, Special category information (e.g. ethnicity, disability, sexual orientation)	To generally help you find and retain suitable employment	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
3.	Contact information.	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
4.	Personal information.	To monitor your service provider's compliance and performance.	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
5.	Contact information.	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 it 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
6.	Special category information (e.g., ethnicity, disability, sexual orientation)	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
7.	Personal information.	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

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.

When might we share your information?

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 in 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.

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?

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.

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.

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.