

## Privacy Notice

### Land Based Pre-Apprenticeships

#### 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.

#### The Land Based Pre-Apprenticeship Programme

The Land Based Pre-Apprenticeship Programme provides young people with practical experience working in the sector coupled with insight into the range of vocational opportunities available through a structured programme of work-based learning. LBPAP is overseen by Skills Development Scotland and delivered by three Machinery Rings throughout Scotland.

#### Who is this Privacy Statement for?

This Privacy Statement provides information to participants on the Land Based Pre-Apprenticeship programme around how their personal data will be processed, shared and stored.

#### What personal information do we collect and process?

- Information that you provide about you and your personal circumstances which shall include among other things: information you provide about yourself in any registration forms and any other information you may provide or have provided.

Information is provided by yourself or the Machinery Ring.

#### How do we use your information?

	<b>Types of information</b>	<b>Why do SDS use your personal information?</b>	<b>Under what legal basis do SDS use your personal information, for this corresponding purpose?</b>
<b>1.</b>	Personal information.	To create a customer record and ensure the Machinery Rings can contact you about the programme	Fair and lawful because it is:

			<ul style="list-style-type: none"> <li>necessary for reasons of the public interest</li> </ul>
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### 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:

- Promotion of skills
- Promotion of education

Anonymous information is shared with Scottish Government.

The Machinery Ring within your area (either Ringlink Scotland, Borders Machinery Ring, or Tarff Valley) will be in direct contact with you regarding day-to-day delivery of the LBPAP.

### 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 the Land Based Pre-Apprenticeship Programme, your personal data submitted to SDS by you and/or your employer or training provider will be retained by SDS for a period of 4 years after the date it was provided to us.

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 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](http://www.sds.co.uk/privacy) and get in touch with [DPO@sds.co.uk](mailto: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/](http://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](mailto:DPO@sds.co.uk).