

## Skills Development Scotland

### Privacy Notice

#### Land Based Pre-Apprenticeships

##### 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.
- Skills Development Scotland is a 'data controller' in respect of your personal data processed for the purposes of the Land Based Pre-Apprenticeships programme.

##### What is Land Based Pre-Apprenticeships?

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

##### Why do we require your personal data for this programme?

- 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. The table below outlines the personal data we collect from you, why we need this, and our legal basis for processing the personal data.

What personal data?	Why do we need this?	
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		What's the legal basis for this?
<p><b>Contact information.</b></p> <p>This includes: full name, address, postcode, telephone number, mobile number, and email address.</p>	<p>SDS collects this data to create a customer record and ensure the Machinery Rings can contact you about the programme.</p>	<p>Article 6(1)(e) of the General Data Protection Regulation.</p> <p>Part 2, Chapter 2, Section 8(c) of the Data Protection Act 2018.</p>
<p><b>Equalities information.</b></p> <p>This includes: information on any disabilities, gender identity, sexual orientation, ethnic group, religion and/or belief and care experience.</p>	<p>SDS collects data on disability, gender identity, sexual orientation, ethnic group and religion and/or belief in order to ensure that our services and programmes are meeting our obligations under equalities legislation.</p>	<p>Article 9(2)(g) of the General Data Protection Regulation.</p> <p>Schedule 1, Part 2, Section 8(1) of the Data Protection Act (2018).</p> <p>Equality Act (2010).</p>

### Who do we share your personal data with?

- In order for SDS to deliver an efficient service, we often co-ordinate our efforts with other organisations/bodies that have an interest in the promotion of skills and education. Please see the table below for further information on the organisations/bodies we provide your personal data to:

Who are we sharing your personal data with?	What personal data will they receive?	Why do we need to share this?	What's the legal basis for this?
Ekosgen	Name, Contact Details, DOB, Anonymised Equalities Data	SDS have contracted Ekosgen to undertake an evaluation of the Pilot Programme.	Article 6(1)(e) of the General Data Protection Regulation,

		This will help SDS understand if the Pilot has been successful and what improvements could be made for future delivery.	Part 2, Chapter 2, Section 8(c) of the Data Protection Act (2018).
Lantra	Name, Contact Details, DOB, Anonymised Equalities Data	These organisations are members of the Pilot Programme Steering Group. We share this information to ensure all Steering Group organisations can monitor progress. Only a limited number of individuals within each of the organisations will have access to this information.	Article 6(1)(e) of the General Data Protection Regulation,  Part 2, Chapter 2, Section 8(c) of the Data Protection Act (2018).  Article 9(2)(g) of the General Data Protection Regulation.  Part 2, Chapter 2, Section 10(1)(b) of the Data Protection Act (2018).
Scottish Government			
SRUC			
Borders College			
Ringlink Scotland LTd			
Tarff Valley Ltd			
Borders Machinery Ring			

### Will we ever contact you directly?

- 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 LBPAPP.
- Other partners will not contact you directly. If there is a need to contact Pre-Apprentices this will be done via the Machinery Rings.
- When the evaluation of the Programme is undertaken, Ekosgen will ask for your consent via the Machinery Ring to participate in the study.

### How long do we need to hold your personal data?

- Once you have provided your personal information to us, we will hold this securely in a password protected spreadsheet for a period of four years.

### **What are your rights under Data Protection legislation?**

- As a data subject you have rights under Data Protection legislation, such as the ability to request access to your information or, in some cases, request things such as the deletion of your personal data. Please see our SDS privacy notice at [www.sds.co.uk/privacy](http://www.sds.co.uk/privacy) for further information on what these rights are and how to enact them, under the 'Your rights' section.

### **How can you contact us?**

- If you have any specific queries regarding your rights, or any other matter, please contact the Data Protection Team at [DPO@sds.co.uk](mailto:DPO@sds.co.uk)