

# Foundation Apprenticeship Privacy Statement and Data Protection

## Privacy Statement

### Who are we?

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 Foundation Apprenticeship Programme

The Foundation Apprenticeship Programme ("FA Programme") is a programme developed by SDS supporting training of individuals ("participants", "you" or "your"), and which is operated and delivered by our partner learning providers ("learning providers") and funded by the Scottish Government and the European Social Fund.

SDS does not operate or deliver the FA Programme, but we do assist the Scottish Government monitor and report on its delivery, quality and outcomes, as well as assisting in the monitoring of equalities data.

In doing so, SDS will collect and process the following data about you.

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

We will collect and process the following personal information:-

- 1 information that you provide about you and your personal circumstances;
- 2 information about your Foundation Apprenticeship including details of your achievements and progress, your records of work and portfolios relating to your training, how your training has gone and the impact it has had; and
- 3 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 personal information from you directly, from the training provider and/or the employer(s) you attend for work experience.

### Our use of this Information – and who else we may share it with

1. Your personal information shall be held by us or on our behalf and may be passed by us to other public bodies concerned with economic or skills development, awards for vocational qualifications, maintaining educational standards, or the provision of other public services or benefits, so that they may fulfil their respective public functions. We may also require to provide your personal information to our internal and/or external auditors. This is so that we can ensure that funding is being spent appropriately.

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 anonymously on this information under the Equality Act (2010).

	<b>Who we may share your personal information with</b>	<b>Why we do this</b>	<b>Why we can do this under law</b>
i	Scottish Qualification Authority (SQA)	(Per Data Sharing Agreement)	SDS have a partnership agreement with SQA which includes data sharing. The information is shared to ensure SQA can certificate FA learners with their FA Commemorative certificate.
ii	The Scottish Government	To monitor, audit and evaluate the quality of your individual training and the FA Programme generally. (Evaluating may include requesting you to complete any questionnaire issued by or on behalf of SDS and/or Scottish Ministers). Further, we may share your equalities information with the Scottish Government, but this will be reported and published in an anonymous form – this means that the results of the report will not include your name or any other identifiable information.	We use your personal data in this way to comply with a legal obligation and to act in the public interest. As we receive funding from the Scottish Government to make Foundation Apprenticeships possible, we are required to store personal data of participants in order to prove that money is being spent appropriately.  For the reporting of your equalities information, we are obliged under the Equality Act 2010 to report on these characteristics so that we can understand how the FA programme is reaching people from different backgrounds.
iii	The European Social Fund	To monitor your learning provider's compliance with its funding obligations and its performance including validating your learning provider's claims for payment.	We use your personal data in this way to comply with a legal obligation and to act in the public interest. As we receive funding from the European Social Fund to make Foundation Apprenticeships possible, we are required to store personal data of participants in order to prove that money is being spent appropriately.

2. Please note that SDS or its agents may contact you as a participant in the FA Programme 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 with grant funding obligations and quality assurance, validating training providers' claims for payment and/or measuring outcomes.
3. Once you have been verified as a participant under the FA Programme by your learning provider, your personal data submitted to SDS by you and/or your learning provider will be retained by SDS from the date it is provided until 31<sup>st</sup> December 2026 for the purposes of monitoring and compliance checks to ensure proper spending and accountability.
4. SDS will become the 'data controller' in respect of all of the personal data in the Relevant Information collected by or shared with SDS under the FA Programme. If you require any information regarding your personal data, please contact our Data Protection Officer at [DPO@sds.co.uk](mailto:DPO@sds.co.uk). The training provider will be a 'data controller' in respect of your personal data as well. We recommend you review any privacy notice issued by your training provider in relation to its provision of the FA Programme.
5. 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.
6. For more information about your rights under Data Protection legislation, including how to request access to your personal data, please see <https://www.skillsdevelopmentscotland.co.uk/about/policies/privacy> or the UK Information Commissioner's website at [www.ico.org.uk](http://www.ico.org.uk)

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