

Test & Protect for SDS Site Visitors Privacy Notice

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.

Who is this Privacy Statement for?

This Privacy Statement provides information to individuals who are visiting an SDS site for a reason other than to receive careers information advice and guidance (CIAG), for example as a supplier/contractor or as a courier making a delivery. Currently, such visitors will be asked to provide their personal details to SDS upon visiting an SDS site and this privacy statement explains why we require this for the purpose of Test & Protect.

Information for our CIAG customers who are visiting an SDS site is provided in a separate CIAG Privacy Notice, which can be found under the link ‘CIAG Privacy Notice’ in the A-Z list of separate privacy notices at the top of the page [here](#).

What personal information do we collect and process?

Upon your arrival at an SDS site, and only in cases where we do not already have this information, we will ask for:

- Your full name,
- Contact telephone number,
- Date of your visit,
- Time of your arrival/time of departure.

Why do SDS need to collect your personal data?

It is important for Skills Development Scotland (SDS) to gather this information so that we can support the NHS to stop the spread of coronavirus (COVID-19).

We may require to pass the personal data you provide to NHS Scotland for Test & Protect purposes. In the unlikely event there is a cluster of coronavirus cases linked

to the premises you have attended, NHS Scotland may contact SDS to request the personal details of the individuals who were present that day.

Why is SDS allowed to gather this personal data from me?

SDS has a lawful basis to gather this personal data from you. Particularly, SDS has a 'legitimate interest' under Data Protection legislation in gathering this personal data for the particular purpose of ensuring the safety of yourself and others in the event that a coronavirus cluster is linked to a premise you attended.

SDS will only use your personal data in order to maximise the safety of yourself and others. We will not use the information you provide on this form for any other reason.

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, Information Technology, and Systems Policies 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 will SDS hold this information for?

Your personal data will only be held for the reasons we have stated above, and for no longer than 3 weeks (21 days).

During this time, it will be held securely and only be accessible by colleagues that require to manage this information (e.g., to provide to the NHS if this is specifically requested).

Your rights

Under Data Protection legislation you have a number of rights in relation to your own personal data. For further information on these and how to get in touch with us regarding them, please see the 'Your Rights' section within the privacy notice [here](#).

Please note that certain exemptions to your rights may apply, particularly in this instance given the significant interest in providing your personal data for the purposes of tackling a global pandemic.

Updating Information

Please let us know if the personal information which we hold about you 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: 01625 545745

Website: www.ico.gov.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.