

## Privacy Notice

### Recruitment

#### 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.

#### Recruitment

As an employer, SDS collects and processes personal data of applicants for recruitment purposes.

#### Who is this Privacy Notice for?

This Privacy Notice provides information to any individual that has applied to an SDS vacancy regarding how we will process your personal data for the purpose of the recruitment process.

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

- Information that you provide about yourself and your personal circumstances through the application stage, including any personal information included in response to application questions and personal statements (e.g., name, contact details, employment, learning and training history)
- Information you provide to us as evidence for your identification and relevant qualifications if necessary (e.g., a copy of your passport photo page, a scanned copy of your degree)
- Information that is supplied to us by your selected references, in support of your application
- Information you supply to us regarding any reasonable adjustments required for your interview
- Information you provide about yourself in the SDS equalities monitoring form and any disability or care leaver form

## How do we use your information?

	<b>Why do SDS use your personal information?</b>	<b>Under what legal basis do SDS use your personal information?</b>
<b>i)</b>	To support the recruitment process from application through to potential interview stage and appointment	Fair and lawful because it is: <ul style="list-style-type: none"> <li>• In SDS' legitimate interests</li> </ul>
<b>ii)</b>	If you are successful in the recruitment process, to provide your home address to your line manager so we can deliver necessary work-related equipment to you (whilst homeworking is advised through Scottish Government guidance, in response to COVID-19/any similar future scenarios that require colleagues to work from home)	Fair and lawful because it is: In SDS' legitimate interests
<b>iii)</b>	To share your information with specific external providers when you have consented to this happening (e.g., to assess requests regarding the need for reasonable adjustments)	Fair and lawful because it is: based on your explicit consent.
<b>iv)</b>	To carry out equalities monitoring and to ensure we meet our Equality Act 2010 obligations	Fair and lawful because it is: <ul style="list-style-type: none"> <li>• necessary for SDS to comply with its legal obligations</li> <li>• necessary for reasons of substantial public interest</li> </ul>

## When might we share your information?

Given the current climate of working from home, we require to share your personal data with specific contracted third parties for the purpose of conducting online interviews through videoconferencing platforms.

When you open the link to the interview that we have sent, you will be able to read the separate privacy notice of this third party so that you are informed as to how they process your personal data before you consent to use their platform.

We may share your personal data with contracted third party companies for the purpose of onboarding you as a new employee if you are successful in the recruitment process. This will be for the specific purpose of delivering essential work equipment (e.g., a work laptop, charger, headset) to your home address during the period of working from home, in line with Scottish Government guidance.

For how we share your personal data once you become an employee, the privacy notice for SDS employees will cover this, and this will be made available to you for your awareness and acknowledgement should you be the successful candidate.

## 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 do we store your information?

Skills Development Scotland will hold the personal data you submit as part of your application in our talent pool. Your information will be deleted after a 12 month period of inactivity. Should you wish your information to be deleted sooner, please get in touch at [DPO@sds.co.uk](mailto:DPO@sds.co.uk)

If you have had an interview and wish to receive feedback and/or a copy of your interview notes, these will be securely held for a period of 6 months following the date of your interview. Should you wish to access this information, please contact [DPO@sds.co.uk](mailto:DPO@sds.co.uk).

As part of the interview process, we ask that you provide an electronic copy of a document evidencing your right to work in the UK (e.g., a scanned copy of your passport photo page) and a scanned electronic copy of your qualifications (if this is required in the job description) to the colleagues that will be interviewing you.

This will only be processed to ensure that you have the right to work and that you have the necessary qualifications required for the role. If you are unsuccessful, we will destroy this evidence as soon as the interview process is complete. If you are successful, we will provide this information to HR to hold securely within your personal record, and your line manager will destroy the copy that you sent them.

## Your Rights

Under Data Protection legislation – including the 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: 01625 545745

Website: [www.ico.gov.uk](http://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](mailto:DPO@sds.co.uk)