

## Privacy Notice

### National Transition Training Fund

#### 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 National Transition Training Fund

The National Transition Training Fund (“NTTF”) provides access to short industry recognised qualifications to assist individuals who have been made redundant or are currently at risk of redundancy in entering back into the labour market.

#### Who is this Privacy Statement for?

This Privacy Statement provides information to participants on the National Transition Training Fund 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
- Information you provide about yourself on any registration or application forms
- 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 monitor our compliance with the conditions of funding related to the NTTF Programme and to ensure that we are properly spending and are accountable for those monies	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 the public interest</li> </ul>

		<ul style="list-style-type: none"> <li>necessary for reasons of substantial public interest</li> </ul>
<b>ii)</b>	To monitor, audit and evaluate the quality of your individual training and the NTTF Programme generally. (Evaluating may include requesting you to complete any questionnaire issued by or on behalf of SDS and/or Scottish Ministers)	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 the public interest</li> </ul>
<b>iii)</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>
<b>iv)</b>	To undertake statistical research regarding the value and impact of the NTTF Programme and to assist with policy development.	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 the public interest</li> <li>necessary for reasons of substantial public interest</li> </ul>

### 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:

- economic development
- skills development
- awards for vocational qualifications
- maintaining educational standards
- the provision of other public services or benefits
- our internal/external auditors in each case, to the extent required to fulfil their respective public functions.

Your following personal information will be visible on our database and will be accessible to SDS and the approved training provider who will deliver your training.

The purpose of this information is to enable both to verify participants based on their evidence for eligibility, and to check whether or not applicants have already received training funded by the NTTF:

- Your full name
- Date of birth
- Address
- Telephone number (home, mobile)
- Email address
- National Insurance Number

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 on this information under the Equality Act (2010).

### 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 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 NTTF programme, your personal information will be stored in our systems for 7 years after the final payment you receive. This is to allow a period for us to audit, monitor, and evaluate participants on the fund.

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 in the contact section below.

## 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).