

Privacy Notice

Flexible Workforce Development 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 Flexible Workforce Development Fund

The Flexible Workforce Development Fund (“FWDF”) was announced by the Scottish Government in 2016 to provide Apprenticeship Levy-paying employers with workforce development with workforce development training to up-skill and re-skill their existing workforce. The FWDF was in direct response to feedback from the Scottish Government’s consultation on the introduction of the UK Government Apprenticeship Levy.

The continued purpose of the FWDF is to provide Levy-payers with flexible workforce development training opportunities to support inclusive economic growth through up-skilling or re-skilling of employees. The Fund is in addition to apprenticeship support, access to which is available to all employers in Scotland; and Individual Training Accounts (ITAs), which provide eligible individuals with the opportunity to undertake learning opportunities to develop their skills for employment. The FWDF may be particularly beneficial in addressing skills gaps and training needs of the older workforce and/or employees with one or more protected characteristics listed in section 4 of the Equality Act e.g. women, disabled people, black and minority ethnic people.

Who is this Privacy Statement for?

This Privacy Statement provides information to individuals who have provided personal data to SDS for the purposes of the Flexible Workforce Development Fund, regarding how that personal data will be processed.

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 response to Equalities Monitoring questions, which will be anonymised

How do we use your information?

	Why do SDS use your personal information?	Under what legal basis do SDS use your personal information?
i)	To monitor our compliance with the conditions of funding related to the FWDF 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"> • necessary for SDS to comply with its legal obligations

		<ul style="list-style-type: none"> • necessary for reasons of the public interest • necessary for reasons of substantial public interest
ii)	To monitor, audit and evaluate the quality of your individual training and the FWDF Programme generally. (Evaluating may include requesting you to complete any questionnaire issued by or on behalf of SDS and/or Scottish Ministers)	<p>Fair and lawful because it is:</p> <ul style="list-style-type: none"> • necessary for SDS to comply with its legal obligations • necessary for reasons of the public interest
iii)	To carry out equalities monitoring and to ensure we meet our Equality Act 2010 obligations	<p>Fair and lawful because it is:</p> <ul style="list-style-type: none"> • necessary for SDS to comply with its legal obligations • necessary for reasons of substantial public interest
iv)	To undertake statistical research regarding the value and impact of the FWDF Programme and to assist with policy development.	<p>Fair and lawful because it is:</p> <ul style="list-style-type: none"> • necessary for SDS to comply with its legal obligations • necessary for reasons of the public interest • necessary for reasons of substantial public interest

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. The purpose of this information is to verify participants based on their evidence for eligibility for the Flexible Workforce Development Fund:

- Your full name
- Date of birth
- Postcode
- Email address

The information you provide to us about aspects such as your ethnicity and religion through the online Equality Monitoring form will be passed to Scottish Government as we are required to report on this information under the Equality Act (2010). It is not mandatory for any individuals to provide us with this information – you will have an option to answer 'Prefer Not To Say' to any of the questions. This information will not identify individuals when it is shared with the Scottish Government.

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 FWDF programme, your personal information will be stored in our systems for 5 years. 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 and get in touch with 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 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.