

## Privacy Notice

### Tackling the Tech Gender Gap Evidence Framework Pilot

#### 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.

#### Tackling the Tech Gender Gap (TTGGT): Evidence Framework Pilot

The Five Aspects Framework has been developed to support the development and delivery of role model-based interventions to help encourage young females into digital technology learning and courses. This project will involve piloting the use of the framework with a variety of organisations to test its use and assess if revisions are required. The project extends to create a final framework and package for use.

#### Who is this Privacy Statement for?

This Privacy Statement provides information to participants involved in the TTGGT evidence framework pilot around how their personal data will be processed, shared and stored.

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

We will collect the following data from organisations that have expressed an interest to SDS in any of the activities that are related to this initiative.

- Name of representative
- Email address (work) of representative
- Role of representative

#### How do we use your information?

	Type of personal information	How does SDS use your personal information?	Under what legal basis does SDS use your personal information?
1.	Personal information;	SDS will share your data with the University of Stirling for the purposes of enabling them to	Fair and lawful because:

	Contact Information	contact you to invite you to take part in a workshop to inform the development of a neurodiversity toolkit.	<ul style="list-style-type: none"> <li>the data subject has given consent to the processing of their personal data for one or more specific purposes;</li> </ul>
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### 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 and Information Technology 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?

We will hold your information for the duration of the project and follow-up activities up until March 2023. This will enable the University of Stirling to contact you at the relevant points during the project and for SDS to undertake follow-up activity to communicate outputs and onward activities from the project.

### Your Rights

Under Data Protection legislation – including the UK 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.

Further, University of Stirling is an independent data controller of data that is shared with them under the scope of this Privacy Notice.

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: 0303 123 1113

Website: [ico.org.uk/](https://ico.org.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).