

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.

National Transition Training Fund (NTTF)

NTTF includes the following initiatives:

- **Seafood Business Improvement Programme**, which has been designed to have a significant impact on the sector by raising skill levels within businesses. This programme of activity will deliver much needed upskilling/reskilling to workers in Scotland’s seafood onshore sectors. This Business Improvement Programme has alignment to the Scotland Food & Drink Sector Recovery Plan, that focusses on supporting the wider sector to address its challenges.
- **Creative Industries Freelance Workforce Recovery Programme**, which supports creative freelance workers who live in Scotland and are aged 25 or older, providing them with upskilling and reskilling opportunities to mitigate the impacts of the pandemic.
- **The Tourism and Hospitality Talent Development programme**, which delivers a programme of online management, leadership and supervisory training for employees within the tourism and hospitality sector;
- **Climate Emergency Skills Action Plan (CESAP)** sets out how Scotland will capitalise on job opportunities emerging from the net zero transition and the declaration of a climate emergency. The CESAP identifies a series of priority areas focused on employers, education and individuals that will help Scotland capitalise on job opportunities emerging from the net-zero transition.

Who is this Privacy Statement for?

This Privacy Statement provides privacy information to individuals partaking in the programmes that are part of NTTF and as listed above - how their personal data will be processed, shared and stored.

What personal information do we collect and process?

As part of NTTF, SDS may collect:

- Your name and contact details
- Data relating to eligibility requirements for the particular programme/funding you are applying for
- Equalities information (this is not mandatory and we will only report on this anonymously)

Training providers who are contracted to deliver NTTF will collect this data from yourself, and will then share it with SDS.

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.	Contact Information	<p>SDS collects this information so that:</p> <ul style="list-style-type: none"> • We effectively administer and manage NTTF, including contacting you if this is required for purposes of effective programme delivery; • We can monitor, audit and evaluate the quality of your individual training and the NTTF generally • We can undertake statistical research regarding the value and impact of NTTF • We can generally help you find and retain suitable employment 	<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
2.	Personal information (data relating to eligibility requirements)	<p>SDS collects this information so that:</p> <ul style="list-style-type: none"> • We can understand if your application for the programme/funding meets the stated eligibility requirements • To monitor our compliance with the conditions of funding related to the programme and to ensure that we are properly 	<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

		spending and are accountable for those monies	
3.	Special category information (e.g. ethnicity, disability, sexual orientation)	<ul style="list-style-type: none"> 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

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 information will also be shared with your training provider, given that they initially collect this information from you and that they deliver the programme/training to you.

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).

Your contact information may be shared with contracted external organisations for the purpose of carrying out surveys and evaluations on behalf of SDS. They will only use your data for this purpose and will not share it further with any other parties.

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 retain your personal information for four years following the completion of your training, for the purposes of monitoring, auditing and compliance checks, as well as getting in touch with you for survey and evaluation purposes.

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 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 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 programme has additional data controllers (i.e. third parties, training providers, etc.) include mention of their role here.]

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/

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.