

Privacy Notice

Digital Skills Pipeline

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.

Digital Skills Pipeline

Digital technology is transforming our world and we have moved from a standalone digital sector to a digital economy which means that digital technology and data skills are increasingly important to every sector, every business, and every person in Scotland. This rapid development and integration of new technologies at work is having an unprecedented impact, creating talent shortages whilst also displacing existing roles.

Digital Skills Pipeline (or ‘the programme’ as referred to in this document) is a programme designed by Skills Development Scotland that involves working with industry and partners to develop multiple careers and learning pathways to ensure individuals who want to change their career, or who are at risk of displacement can be re-skilled for tech jobs.

Who is this Privacy Statement for?

This Privacy Statement provides information to participants on Digital Skills Pipeline around how their personal data will be processed, shared and stored.

What personal information do we collect and process?

- Name
- National Insurance number
- Contact address
- Telephone
- Email address
- Age
- Ethnicity

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?
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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 <p>To monitor our compliance with the conditions of funding related to the programme and to ensure that we are properly spending and are accountable for those monies</p>	<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 <ul style="list-style-type: none"> • necessary for reasons of substantial public interest
3.	Special category information (e.g. ethnicity, disability, sexual orientation)	<p>To carry out equalities monitoring and to ensure we meet our Equality Act 2010 obligations</p>	<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.

The information provided will also be shared with the relevant Training Provider for the purpose of delivering Digital Skills Pipeline.

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 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 two 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.

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 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 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.

