

## Privacy Notice

### Recruitment

#### 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.

#### Recruitment

As an employer, SDS collects and processes applicants’ personal data for recruitment purposes.

#### Who is this Privacy Notice for?

This Privacy Notice explains how we process your personal data when you apply for a vacancy at SDS.

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

- Information that you provide about yourself and your personal circumstances through the application stage, including any personal information included in response to application questions and personal statements (e.g., name, contact details, employment, learning and training history)
- Information you provide to us as evidence for your identification and relevant qualifications if necessary (e.g., a copy of your passport photo page, a scanned copy of your degree certificate)
- Information that is supplied to us by your selected references, in support of your application
- Information you supply to us regarding any reasonable adjustments required for your interview
- Information you provide about yourself in the SDS equalities monitoring form (e.g. disability/ethnicity).

## How do we use your information?

	<b>How do SDS use your personal information?</b>	<b>Under what legal basis do SDS use your personal information?</b>
i)	<p>To manage and support the recruitment process from your initial application through to interview and potential appointment. This includes:</p> <ul style="list-style-type: none"> <li>• Receiving and reviewing applications</li> <li>• Shortlisting and interviewing candidates</li> <li>• Communicating with you throughout the process</li> <li>• Creating an employment record if you are successfully appointed</li> <li>• Sharing necessary information with contracted third parties to arrange delivery of essential work equipment to your home address, should you be successful in your application</li> </ul>	<p>Fair and lawful because it is:</p> <ul style="list-style-type: none"> <li>• Necessary to perform a contract or to take steps at the request of the data subject prior to entering into a contract.</li> </ul>
ii)	<p>To verify your right to work in the UK</p>	<p>Fair and lawful because it is:</p> <ul style="list-style-type: none"> <li>• Necessary for SDS to comply with its legal obligations.</li> </ul>
iii)	<p>To share your information with specific external providers (e.g., to assess requests regarding the need for reasonable adjustments)</p>	<p>Fair and lawful because it is:</p> <ul style="list-style-type: none"> <li>• Necessary for SDS to comply with its legal obligations.</li> <li>• Necessary for employment related obligations and safeguarding individuals' fundamental rights (Paragraph 6 of Part 2 of Schedule 1 and Paragraph 1 of Part 1 of Schedule 1 of the Data Protection Act 2018).</li> </ul>

iv)	To carry out equalities monitoring and to ensure we meet our Equality Act 2010 obligations, including the public sector equality duty)	Fair and lawful because it is: <ul style="list-style-type: none"> <li>• Necessary for SDS to perform a task in the public interest</li> <li>• Necessary for SDS to comply with its legal obligations.</li> <li>• Necessary for reasons of substantial public interest (Paragraph 8 of Part 2 of Schedule 1 of the Data Protection Act 2018).</li> </ul>
v)	To send you alerts about SDS job vacancies where you have given your consent to receive them.	Fair and lawful because it is: <ul style="list-style-type: none"> <li>• Based on your consent.</li> </ul>

### When might we share your information?

We may share your personal data with contracted third-party companies for the purpose of onboarding you as a new employee if you are successful in the recruitment process. This will be for the specific purpose of delivering essential work equipment (e.g., a work laptop, charger, headset) to your home address.

We may also share your personal data with specific external providers to support the assessment and delivery of any reasonable adjustment requests

If you are successful in your application, the SDS Employee Privacy Notice will describe how your personal data is processed from this point onwards. However, this will already be available to you if you are an existing employee/internal candidate.

### 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 Policies 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 for?

Skills Development Scotland will hold the personal data you submit as part of your application. Your information will be anonymised after a 12-month period of inactivity.

If you are successful in your application, your personal data will be transferred to our HR System to create your employment record and will be retained in accordance with the SDS Employee Privacy Notice.

Interview notes will be held securely for a period of 6 months following the date of your interview.

### 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

To update your personal information, log into your account on our recruitment portal, select '**Personal Details**', and make the necessary changes.

### 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.

### How to make a complaint

If you have any concerns about the way your personal information is managed, or if you wish to make a complaint, please complete our [Customer Complaints Form](#). Should you remain dissatisfied with how we have handled your personal information, you are entitled to escalate your complaint to the Information Commissioner, using the contact details provided below.

## Data Controller

The data controller responsible for 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: [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).