

Skills Development Scotland

Privacy Notice – Transition Training Fund (TTF)

Who are we?

- We are Skills Development Scotland (SDS), and we are the national skills body for Scotland. We support the people and businesses of Scotland to develop and apply their skills.

What is TTF?

- The purpose of TTF is to provide funding to assist workers previously employed in the Oil and Gas Production and Extraction Sector or the supply chain (the Sector) made redundant or are currently at risk of redundancy as a result of the economic downturn in the Sector to undergo training to enable them to seek alternative employment.

Why do we require your personal information?

- It is very important to us that you fully understand why it is we are required to process and store some of your personal information. In practice, this can be things such as your name, email address or post code. If you are a new or existing participant in the TTF programme and you wish to be reminded of the full list of personal information you provided us in the registration form, please get in touch with us using one of the contacts supplied at the bottom of this notice.
- If you are a participant of the TTF programme, we are required to store your personal information in order to ensure that money is being spent appropriately. This is a standard requirement of any programme that is funded by another body – SDS needs to be able to prove that each participant is eligible to be part of the programme and that the money is spent correctly. As part of this, we may wish to contact you directly to discuss the support, training and outcomes facilitated through TTF.

- In order for us to ensure that TTF has a positive impact, it is necessary for us to retain information relating to your training, eligibility, and subsequent destinations after being part of TTF. SDS may also wish to contact you to use your application details as a case study in promotional information related to the fund – but this will only be if you consented to this in the application process.
- You may have noticed that we asked you for information on your gender, ethnicity and disability (if applicable) in the registration form. As a relevant public authority, we have a duty under the Equality Act 2010 to collect and report on this information, so that we can better understand how to reach people from all backgrounds. As part of this, we may request that you complete a questionnaire. When we store your answers to these questions in our system, it is not linked next to your name. We will only report on these answers/results anonymously.

With whom do we share your personal information?

- Your following personal information will be visible on our database and will be accessible to other TTF providers and associated universities, for the purpose of enabling them to verify participants based on their evidence for eligibility, and to check whether or not applicants have already received training funded by the TTF:
 - Your full name,
 - Date of birth,
 - Address,
 - Telephone number (home, mobile)
 - Email address,
 - National Insurance Number.
- As part of our role as the national skills body, we are required to pass your information to public authorities concerned with economic and/or skills development (including but not limited to The Scottish Government and DWP) and to private sector bodies contracted to these organisations, for the purposes of:
 1. Operating, monitoring, auditing and evaluating the programme in accordance with the Data Protection Act 1998 and, after the 25th May 2018, the General Data Protection Regulation 2016
 2. Providing advice to you in regard to your application and delivery of your training

3. To inform you about products and services from SDS that may be of benefit to you. We will only share your information and contact you in this way if you consented to it in the application process.

For how long are we required to hold your information?

- Your personal information will be stored in our systems for up to 7 years after you have received your final funding as part of TTF. This is to allow a period for us to audit, monitor and evaluate participants on the fund.
- In the event that TTF closes, all personal data will be securely transferred to SDS, and the retention period above will apply.

Your rights

Please check our privacy policy available on our website for information on your rights regarding your personal data.

On the 25th May, the General Data Protection Regulation comes into effect, and gives individuals greater rights and protection around their data. Please check back this link after this date for updated information on what this means for you.

<https://www.skillsdevelopmentscotland.co.uk/about/policies/privacy/> .

Contact

Skills Development Scotland is the data controller in respect of your personal data.

If you have any specific queries regarding your rights, or any other matter relating to your personal data, please contact the Data Protection Officer at DPO@sds.co.uk, or alternatively our GDPR team at GDPR@sds.co.uk