

# Individual Training Account Privacy Statement and Data Protection

## Privacy Statement

### Who are we?

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.

### The Individual Training Account Scheme

The Individual Training Account ('ITA') is a scheme supporting training of individuals, which is funded by the Scottish Ministers (through their agent, SDS).

In making the ITA available to you, SDS will collect and process the following data about you.

- **Information you give to SDS**

We will collect and process information that you provide to us about you and your personal circumstances in your training application, together with information you provide to us about yourself in our equalities monitoring form.

- **Information SDS may receive from other sources**

SDS may also receive information about you from other sources, such as any training provider responsible for delivering your training.

### Our use of this Information – and who else we may share it with

1. The above-mentioned information ("Relevant Information") shall be held by us or on our behalf and may be passed by us to other public bodies concerned with economic and/or skills development and/or the provision of other public services, to the extent required to fulfil their respective public functions. We may also require to provide the Relevant Information to our internal and/or external auditors. SDS and these other parties who may receive the Relevant Information from us may use the Relevant Information for the following purposes:-
  - i. to monitor, audit and evaluate the quality of your individual training and the ITA Scheme generally,
  - ii. to monitor your training provider's compliance and performance,
  - iii. to undertake statistical research regarding the value and impact of the ITA Scheme, and/or
  - iv. for equalities monitoring purposes.
2. SDS is entitled to process the Relevant Information in accordance with the above paragraph 1 as the intended processing is:-

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- i. fair and lawful under the Data Protection Act 1998 and, from 25 May 2018, fair and lawful under the General Data Protection Regulation 2016, as:-
  - a. with regard to the intended purposes stated in sub-paragraphs (1) (i) and (ii), the intended processing is:-
    - i. necessary to enable your training provider to provide the training you have applied for under the ITA Scheme; and
    - ii. necessary for SDS to comply with its legal obligations to and/or necessary in the public interest for equalities monitoring purposes and
  - b. with regard to the intended statistical research purposes stated in sub-paragraph (iii), the intended processing is compatible with the original purposes for which the personal data is collected.
3. Once you have been verified as a Training Account Holder under the Scheme by your training provider, your 12 month Account Holder Year shall commence. Your personal data submitted to SDS and/or your training provider in relation to the ITA Scheme will be retained by SDS from the date it is provided until the 4<sup>th</sup> anniversary of the commencement of your Account Holder Year.
4. SDS is the 'data controller' in respect of all of the personal data in the Relevant Information collected by SDS under the ITA Scheme. If you require any information regarding your personal data, please contact us at [eisgovernance@sds.co.uk](mailto:eisgovernance@sds.co.uk)
5. If SDS make changes to this Privacy Notice we will post them on our website and, where appropriate, we will notify you by email. Please check back frequently to see any updates of changes to this Privacy Notice.
6. For more information about your rights under the Data Protection Act 1998 or, from 25 May 2018, the General Data Protection Regulation 2016 please see <https://www.skillsdevelopmentscotland.co.uk/about/policies/privacy> or the UK Information Commissioner's website at [www.ico.org.uk](http://www.ico.org.uk)

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