Privacy Notice

Oil and Gas 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.

The Oil and Gas Transition Training Fund

Scottish Government and UK Government's Office for Clean Energy Jobs (OCEJ) Oil and Gas Transition Training Fund Expansion is delivered by The Skills Development Scotland Co. Ltd (SDS)

SDS will provide funding under the Oil & Gas Transition Training Fund (OGTTF) , to assist individuals servicing the oil and gas industry sector in Scotland, who have a demonstrable need to acquire new skills and/or learning for the purposes of obtaining work in the clean/sustainable energy industry, and/or the industries of wider decarbonisation of the economy, advanced manufacturing, life sciences or defence (as defined in the Industrial Strategy Sector Definitions List - GOV.UK)

Who is this Privacy Notice for?

This Privacy Notice provides information to participants on the OGTFF around how their personal data will be processed, shared, and stored.

What personal information do we collect and process?

- Information that you provide about you and your personal circumstances. This may include (but without being limited to) name, date of birth, National Insurance Number, employment history and qualifications
- Contact information that you provide. This includes an email address, phone number, and postal address.
- Information you provided about yourself in the SDS equalities monitoring form and any disability or care leaver form (most of which is known as special category or sensitive data). This includes information concerning ethnicity, sex, religious beliefs, sexual orientation, health data (e.g. disability). It also includes information relating to care experience.

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.	Personal Information.	To monitor our compliance with the conditions of funding related to the OGTTF .	Fair and lawful because it is: • necessary for SDS to comply with its legal obligations • necessary for SDS to perform a task in the public interest
2.	Contact Information.	To monitor, audit, and evaluate the quality of your individual training and the OGTTF generally. (Evaluating may include requesting you to complete any questionnaire issued by or on behalf of SDS and, Scottish Ministers, UK Government or UK Government's third-party evaluator.	Fair and lawful because it is: • necessary for SDS to comply with its legal obligations • necessary for SDS to perform a task in the public interest
3.	Contact Information	To enable SDS to contact you about your application by email, text message (SMS) or telephone	Fair and lawful because it is: • necessary for SDS to perform a task in the public interest
4.	Special category information (e.g. ethnicity, disability, sexual orientation)	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: • necessary for SDS to comply with its legal obligations • necessary for reasons of substantial public interest, paragraph 8 of Schedule 1 of the Data Protection Act 2018 (Equality of opportunity or treatment).
5.	Personal information and Special category information (e.g. ethnicity,	To undertake statistical research regarding the value and impact of the OGTTF and to assist in policy development.	Fair and lawful because it is: • necessary for SDS to perform a task in the public interest • necessary for reasons

	disability, sexual orientation)		of substantial public interest, paragraph 8 of Schedule 1 of the Data Protection Act 2018 (Equality of opportunity or treatment).

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, including the Scottish Government and UK Government and third-party evaluators, 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 you provide to us about aspects such as your ethnicity, gender and religion in the Equality Monitoring Form will be passed to Scottish Government and UK Government in an anonymised format as we are required to report on this information under the Equality Act (2010).

Your information may also be shared with another delivery provider appointed to deliver future iterations of the Fund, where this is necessary for the administration and operation of the programme.

How do we protect your information?

Skills Development Scotland maintains 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 for?

Once you have been verified as a participant under the Oil and Gas Transition Training Fund Programme, your personal information will be retained by SDS for a period of up to seven years following the final payment of training. This is necessary to support post-award audit, assurance, monitoring and evaluation activity, and to evidence the appropriate use of public funds.

Personal data relating to individuals whose applications are unsuccessful will be retained for one year from the date of the funding decision. This allows SDS to respond to any follow-up queries, complaints, or requests for review.

If you require any further details 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 we hold about you 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.

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 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