

# Privacy Notice

## Privacy

We take your privacy very seriously, so please read the following policy to understand how we use and protect the information that you provide to us. By using this website, you agree to the collection, storage, use, and transfer of your information under the terms of this policy.

## Who Manages This Website?

This website [apprenticeships.scot/](http://apprenticeships.scot/) is operated by Skills Development Scotland Co. Limited, a company registered in Scotland with company number SC202659 and having its registered office at Monteith House, 11 George Square, Glasgow, G2 1DY (“we” or “us”).

## What Information Do We Collect About You?

### **Information Provided By You**

Personal information that you provide to us for the purpose of registering and using the website, such as your name, email address or other information relating to your current situation, such as a CV. When you have registered for an account, you can input further information, such as address, postcode and date of birth. If you are using the site as an Employer or Learning Provider, you will also be asked to input the name of your organisation and what type of organisation it is.

Information that you provide to us for the purpose of subscribing to our website services, email notifications and/or newsletters.

Information that you elect to transmit to a third party through the Site, where we facilitate such transmission. This may include information you provide when applying for an Apprenticeship (such as a CV or a covering letter) which is advertised on the Site by a third party.

### **Data We Collect Automatically**

- Information about your computer and about your visits to and use of the website (including your IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views, and website navigation). We use this data to help us improve the website and the services we provide to you.
- If you are signed in, we'll also know how you use the website, such as what vacancies you have applied for.

We will never ask for more information than what is needed to provide you with the best service.

## How Do We Use Your Information?

	<b>Type of personal information</b>	<b>How does SDS use your personal information?</b>	<b>Under what legal basis does SDS use your personal information?</b>
<b>1.</b>	Personal information.	To administer the website, enable your use of services on the website and to improve your browsing experience.	Fair and lawful because it is: <ul style="list-style-type: none"> <li>necessary for the performance of a task carried out in the public interest</li> </ul>
<b>2.</b>	Personal information, Contact information.	To send you newsletters and other marketing communications which we think may be of interest to you, where you have specifically agreed to this, by email or similar technology. (You can inform us at any time if you no longer require marketing communications).	Fair and lawful because it is: <ul style="list-style-type: none"> <li>you have given your consent for your data to be used for this purpose.</li> </ul>
<b>3.</b>	Personal information, Contact information.	To address enquiries and complaints made by or about you relating to the website.	Fair and lawful because it is: <ul style="list-style-type: none"> <li>necessary for the performance of a task carried out in the public interest</li> </ul>
<b>4.</b>	Personal information.	To analyse the information we collect so that we can administer, support and improve, and develop our business and the services we offer.	Fair and lawful because it is: <ul style="list-style-type: none"> <li>necessary for the performance of a task carried out in the public interest</li> </ul>
<b>5.</b>	Contact information.	To contact you for your views on our services.	Fair and lawful because it is: <ul style="list-style-type: none"> <li>necessary for reasons of legitimate interests</li> <li>you have given your consent for your data to be used for this purpose.</li> </ul>
<b>6.</b>	Special category information (e.g.	To carry out equalities monitoring and to ensure we meet our Equality Act 2010 obligations	Fair and lawful because it is:

	ethnicity, disability, sexual orientation)		<ul style="list-style-type: none"> <li>• necessary for SDS to comply with its legal obligations</li> <li>• necessary for reasons of substantial public interest</li> </ul>
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## Applications

When you click “apply” for a vacancy one of two things may happen and, as a consequence, your personal information may be in one of two ways:

- If the advertisement originated from an employer posting an Apprenticeship opportunity on this site then you will be presented with an Application Form for you to complete. Any personal information that you enter into the Application Form will be transmitted directly to the employer. We will retain a copy as back-up, to use in the event of a transmission failure. We will not use the information for any other purpose other than the following:
  - We will retain basic contact details such as your name and email address for traceability purposes
  - We will separately retain equalities information such as your gender, ethnicity and date of birth so that we may comply with our reporting obligations to the Scottish Government, but we will anonymise that equalities information and hold it separate from any information that may be used to identify you). The equalities information sections of the Application Form will not be shared with the employer.
- If the advertisement originated from an employer posting an Apprenticeship opportunity on a website operated by a third party such as Universal Jobmatch, then you will initially be directed to which is a site that is operated by us) and then if you choose to click “apply” again, then you will be directed to a third party’s website, either Universal Jobmatch or the relevant employer’s own website. If you are taken to a third party’s website, then that third party’s own website terms and conditions and privacy policy will apply.

## Job Alerts

When you sign up for the latest apprenticeship vacancies, the below will happen and as a consequence your personal information may be handled as:

- You will receive an email so you can explicitly confirm these regular vacancy alert emails. Once you have opted in for this, we will send you an email vacancy alert with a selection of the latest apprenticeships vacancies on the site on a weekly basis.
- If you take no action or decline the opt in message, your details provided during sign-up will be deleted from our system.
- If you have opted in and you change your mind about receiving a regular email update of vacancies you can unsubscribe by clicking on the link within

the email (please note that deletion of an account does not automatically unsubscribe you from job alerts).

## 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 so 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.

## When Might We Share Your Information?

We may need to share some of your personal information with partners that work with us to deliver our services to you. Our partners are obliged to keep your information secure and to use the information only to fulfil specific and agreed purposes. We will check where possible that appropriate steps have been taken by the recipient to protect your information.

Some information may be shared externally in the form of anonymous reports. You will not be able to be reidentified from these reports.

Because we want your experience of our website to be as informative and useful as possible, we may provide links to websites operated by third parties ("Third-Party Websites").

The website may also include functionality that allows you to publish your information onto third party websites.

Please be aware that we do not control such Third-Party Websites and that such Third-Party Websites may send their own cookies to users, or otherwise collect data or solicit personal information.

We assume no responsibility for the information gathering practices of Third Party Websites that you are able to access through our website, and we encourage you to review each Third-Party website's privacy policy before disclosing any personally identifiable information.

We may also upload videos or images to our websites that feature named individuals, only when those individuals are aware and have consented to this.

## How Long Do We Store Your Information?

When you give us any personal information, we will let you know how long we will hold it for. If we do not state a specific length of time, then we will follow these principles:

- We think about what type of information it is, the amount we have collected, how sensitive it might be, and any legal requirements for us to store the data.
- We design our services so that we don't hold your information any longer than we have to, after which we delete it.
- We always think about the potential risk from anyone using or sharing this information without permission and have a number of procedures and checks to ensure only authorised people can view your data.

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.

## What if I have an Account?

We'll hold the personal information you give us as part of your account for as long as you are using an account with us.

- If you haven't used the account in the last 5 years, we may delete it. Before deleting an account, we will inform you by email that we plan to do this.

## How to close your account

If you delete your account, then the personal information in your account will be deleted, and the remaining information made anonymous. We may then use this anonymous information to help us improve our services. If you delete your account, this will not remove the personal information held within the vacancies posted or applied for, which might include your name or email address. If you wish for this information to be removed, please contact the relevant employer.

In order to close your account, you can do so at any time using the delete option on your account dashboard. Please be aware that if you choose to close your App.scot account, you will no longer be able to access your account.

## Marketing

We send you marketing communications which we think may be of interest to you, where you have specifically consented to this, by email or similar technology.

We will not provide your personal information to any third parties for the purpose of direct marketing.

For any of the emails you receive from SDS making you aware of our products and services, you can use the 'Unsubscribe' link in the footer of the email to stop receiving these emails.

## Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity. For further information visit [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org).

You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser. However, in a few cases some of our website features may not function as a result.

For more information on cookies which are used on this website, read our [cookie policy](#).

## 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.

## 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.

## Updating Information

Please let us know if the personal information which we hold about you needs to be corrected or updated.

## Data Controller

The data controller responsible in respect of the information collected on this website 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/](http://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](mailto:DPO@sds.co.uk).