

Developing the Young Workforce Privacy Policy

The Scottish Government takes the security of your personal data very seriously. This statement sets out why we need your information, what we need and how we will use it.

The Developing the Young Workforce Regional Employer led groups work across the region to better connect industry with education.

This Policy will cover the following topics:

1. **Why do we need data about you?**
2. **How will your data be used?**
3. **What information about you is needed?**
4. **How will we store your data?**
5. **Sharing your data**
6. **Your rights**
7. **Complaints**

Please note, we have a separate privacy policy pertaining to our website www.dyw.scot this can be viewed [HERE](#). Each regional group will also have a Privacy Policy relating to their website which can be found on their website.

1. Why do we need data about you?

The Scottish Government and DYW Regional Groups need to collect information about you (data) when you contact us for Young Person Guarantee (YPG) and DYW engagement, we need this to provide you with further information about the YPG and DYW. In addition, the data is used to deliver services that will support your involvement for the purposes and benefits you have set out.

We are able to gather, use and share (process) your data as a “public task in the public interest” under relevant laws, including the General Data Protection Regulation (article 6(1) (e)).

For the purposes of the General Data Protection Regulation, the Scottish Government is the Data Controller of your personal information and DYW Regional Groups, as Data Processors, will process this information on behalf of the Scottish Government.

2. How will your data be used?

The Scottish Government and DYW Regional Groups will use your data to:

- Help us agree with you the appropriate type of service we can provide to support you in the purpose of your engagement with us.
- Monitor and report on our performance in supporting you and your organisation, including producing organisation and sector level statistics and monitoring reports.
- Better understand how our services work, what difference they make to the people involved and how to improve future services for people like yourself and their organisations.

- We will also share your information to enable partnerships and engagements you have approved or requested.

We are able to gather, use and share (process) your data as a “public task in the public interest” under relevant laws, including the General Data Protection Regulation (article 6(1) (e)).

DYW Regional Groups and the YPG team may contact individuals on the basis set out under GDPR Article 6 (f) that processing is necessary for the purpose of the public task we are pursuing to inform individuals of the products and services we offer. In all cases where we use this lawful basis, individuals will have the right to immediately unsubscribe from further contact if they are not interested in the product or service offered.

Where DYW Regional Groups are processing data and this is not fully covered by the above lawful basis, they will request individuals’ specific consent to process their data relevant to the particular service they are providing.

3. What information about you is needed?

To deliver, monitor and evaluate the YPG and DYW, we will ask for:

- Your name, contact details, interests in relation to the YPG and DYW
- Your organisations details
- Information related to the 5 Asks of the YPG, and DYW involvement, this includes but is not limited to
 - Activities involved with in education in Scotland
 - Offers to schools, colleges and young people in Scotland, through Marketplace and out with this digital tool. For example, work placements and work inspiration activities.
 - Partnerships with education
 - DYW Events and Training in Scotland, including e-learning
 - Digital and verbal communication

4. How we will store your data

Your data will not be transferred to, stored at, or processed in a destination outside the United Kingdom. We will store your information on databases held in locations that have been tested for electronic and physical security and access will be permitted only to those with a need to know. We will not store your personal information for longer than is necessary to deliver and evaluate the services we offer.

We will store this data for the duration of the YPG Policy and DYW Strategy and for 12 months beyond any end date to support evaluation. After this point if we do not continue to deliver the work of the YPG or DYW, it will be erased from our records. You have the right to access, rectify or erase your data at any point.

5. Sharing information

To deliver our services, Scottish Government and DYW Regional Groups may need to share the minimum necessary of your personal details with:

- Other organisations necessary for your full participation in the services we offer.

To evaluate our services, we may also contact you to invite you to take part in the evaluation of our services. The feedback you give will help shape services we offer. The information collected will be used for research, evaluation and statistical purposes only. **You do not have to take part in evaluation activities if you do not want to.**

For evaluative purposes we may only link your organisations information with data held on your organisation by other government departments. This is so we can find out how the services your organisation received made a difference in the longer term. This linking will be done in an anonymous way, and you will not be identifiable in any information which is published. The information will be treated so that it is fully compliant with the General Data Protection Regulation.

We will not share your contact information for any marketing purposes.

6. Your rights

- You have the right to access the personal data we process about you. To access the personal data we processes about you, submit a request in writing (by post or email) to the Scottish Government Data Protection Officer (address below). The Scottish Government will treat this as a Subject Access Request and will respond within one calendar month of receipt of the request.
- You have the right to object to processing that is or is likely to cause substantial damage or distress to you or another. To exercise this right, please write stating what processing you object to and why it is causing, or is likely to cause you damage or distress. Scottish Government will consider the request and respond within one calendar month whether the objection is accepted.
- We seek to ensure that personal data processed is accurate and up to date. You have the right to request to rectify, block, erase or destroy inaccurate information. To exercise this right you can write to Scottish Government setting out the information and the reasons you wish it to be changed etc. We will consider the request and respond within one calendar month whether the request is accepted.
- You have the right to be confident that we will handle your personal information responsibly and in line with good practice. If you have a concern about the way we are handling your information you can write using the details below.

Find out more about your rights on the [Information Commissioner's site](#).

If you have concerns about the Scottish Government's compliance with data protection laws please contact our Data Protection Officer.

You can request a copy of any personal data we hold about you by making a subject access request (SAR) under the General Data Protection Regulation, by:

- completing the form at <https://www.gov.scot/publications/subject-access-request-form/> and returning it by email or post
- sending an email to dpa@gov.scot
- writing to us at:
The Data Protection and Information Assets Team

Information and Technology Services (iTECS)
V Spur
Saughton House
Broomhouse Drive
Edinburgh
EH11 3XD

You should also provide proof of identity - acceptable forms of ID include:

- copy or scan of the photograph page of your passport or
- copy or scan of your photocard driving licence or
- copy or scan of at least two utility bills/bank statements from the last six months detailing your name and current address

7. Complaints

If you feel we have been unable, or unwilling, to resolve your information rights concern, you have the right to lodge a complaint with the Information Commissioner's Office (ICO). The ICO are the supervisory authority responsible for data protection in the UK.

For further information, including independent data protection advice and information in relation to your rights, you can contact the Information Commissioner at:

The Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 08456 30 60 60

Website: www.ico.org.uk

You can also report any concerns here: <https://ico.org.uk/concerns/handling/>

We keep our privacy policy under regular review and we will place any updates on www.DYW.Scot
This privacy policy was last updated on the 3rd September 2021.