**PRIVACY NOTICE**

**** SKILLS EXCHANGE SCOTLAND

**Who we are**

This is the Privacy Notice of Skills Exchange Scotland CIC, a not-for-profit training company working across South Lanarkshire.

It explains how we collect and use personal information about you.

**What personal information we collect**

The personal information we collect includes: full name, address, telephone number, email address, date of birth, national insurance number, bank details and SQA Scottish candidate number.

**What sensitive personal information we collect**

The sensitive personal information we ask for includes: details of race or ethnic origin, religious beliefs, sexual orientation, details of physical and mental health, details of criminal offences and care experience.

**Where we collect personal information from**

We will collect this information directly from you but some of this information will be shared with us initially if you are referred to Skills Exchange Scotland CIC by another organisation. This will only have been done with your consent.

**How we use your personal information**

* To deliver training services and follow the contractual requirements of our funders in terms of what information is collected. Please be aware that this includes certain staff having access to the work folder which you will be allocated on our intranet but this is necessary solely for the purposes of learning and training.
* To communicate by email, text, phone or post
* To understand our learners’ needs and how they may be met
* To maintain records
* To process financial transactions

**Who we share your personal information with**

* Partner organisations
* Employers, Training providers, Colleges
* Funders

**How long we keep your personal information for**

We keep information for a minimum of one year from the end date of your training with us. However, in some cases this may be longer if we have a contractual or legal requirement set out by the organisation funding the training.

**Skills Development Scotland participants**

If you are on an Employability Fund training course with us you should be aware that Skills Development Scotland have a legal obligation to gather and keep personal information of everyone who signs up for a course. You can read their Employability Fund Privacy Notice at the following link : www.skillsdevelopmentscotland.co.uk/about/policies/privacy

**Your rights**

**Access to your information**

You have the right to request a copy of the personal information about you that we hold.

**Data Portability**

You have the right to request a copy of your personal information in a way that is accessible and machine-readable e.g a csv file.

**Correcting your information**

We want to make sure that your personal information is accurate, complete and up-to-date and you may ask us to correct any personal information about you that you believe does not meet these standards.

**Deleting your information**

You have the right to ask us to delete information about you if:

* You consider that we no longer need the information for the purposes for which it was obtained
* We are using that information with your consent and you have withdrawn your consent
* You have validly objected to our use of your personal information
* Our use of your personal information is contrary to law or our other legal obligations

**Objecting to how we may use your information**

You have the right to ask us to stop using your personal information for direct marketing purposes.

**Withdrawing consent to using your information**

Where we use your personal information with your consent you may withdraw consent at any time and we will stop using your personal information for the purpose(s) for which consent was given.

Please contact us in any of the ways set out in the *Contact information and further advice section* below if you wish to do this.

**Changes to our Privacy Notice**

We keep this Privacy Notice under regular review and will put any updates on our website. Paper copies may also be obtained from our office on request.

The Privacy Notice was last updated on 11th June 2018.

**Contact information and further advice**

Ann McCracken

Skills Exchange Scotland CIC

Contact number : 07907 075380

Contact email : ann@skillscotland.co.uk

**Complaints**

We seek to resolve directly all complaints about how we handle personal information but you also have the right to lodge a complaint with the Information Commissioner’s Office whose contact details are as follows :

[www.ico.org.uk](http://www.ico.org.uk)

Scotland@ico.org.uk

Tel: 0303 123 1113