



UHI | ARGYLL

No One Left Behind (NOLB) Privacy Notice

Your Personal Data

What information do we need?

The Data Controller of the information being collected is: UHI Argyll, West Bay, Dunoon, Argyll, PA23 7HP. Phone: 01631 559500. For any queries or concerns about how your personal data is being processed you can contact the relevant Data Protection Officer at dataprotectionofficer@uhi.ac.uk.

For the purposes of this specific service, the personal data we require includes special category information about you (also known as “sensitive personal data”), such as health, ethnicity, religion and sexual orientation.

Participants - To deliver, monitor and evaluate NOLB/PESF we will ask also you for:

- your contact details (i.e. your home address, home telephone number, mobile number, email address);
- other personal data (i.e. your age, gender, National Insurance Number);
- special category data (i.e. about your health, ethnicity, religion)
- we will also ask about your employment history and will hold information on the support you receive through NOLB.

Employers - To deliver, monitor and evaluate NOLB, we will ask you for:

- your contact details (i.e. company contact, company name, company address, telephone number, mobile number, email address);
- other company details (VAT registration number, company registration number)

Why we need this information?

Your information is being collected for the following purpose(s):-

We act purely in the interest of delivering the NOLB service and will only gather data relevant to support the funding UHI Argyll receives through Argyll and Bute Council and the Scottish Government. This ensures the monies received are spent appropriately to support people who face barriers to employment or underemployment.

It will be necessary for anonymised information relating to eligibility and subsequent destinations of participants (“Relevant Information”) to be passed to; the Scottish Government to monitor, audit and evaluate NOLB and the Local Employability Partnership/Community Planning Partnership to support multi-agency partnership working including to ensure sufficient and suitable onward progression opportunities are available.

The legal bases for collecting your information in these circumstances are:

Article 6(1)(c) – Legal obligation - *processing is necessary for compliance with a legal obligation placed on the Council to ensure adherence of audit, quality and compliance requirements in relation to No One Left Behind (NOLB), Parental Employability Support Fund (PESF) and Young Person’s Guarantee (YPG) grant funding received from the Scottish Government.*

Article 9(2)(j) – Archiving in the public interest - processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89 (1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

What we will do with your information?

All of the information we collect from you will be processed by staff in the United Kingdom. Your information will be shared with the recipients or categories of recipients listed below:-

What we will do with your information		
Who we will share with	What will we share	Reason for sharing
Argyll and Bute Council Employability Team	All information you provide	To manage and monitor, audit and evaluate No One Left Behind Fund
Scottish Government	*National insurance number and anonymised data.	To monitor, audit and evaluate No One Left Behind Fund
Skills Development Scotland (SDS)	Name, address, date of birth, details on subsequent destinations following support, i.e. whether in employment, at college, etc.	To monitor, audit and evaluate No One Left Behind Fund
Developing Young Workforce (DYW)	Name, address, date of birth, details on subsequent destinations following support, i.e. whether in employment, at college, etc.	To monitor, audit and evaluate No One Left Behind Fund
DWP/JCP	Name, address, National Insurance number, details on subsequent destinations following support, i.e. whether in employment, at college, etc.	To monitor, audit and evaluate No One Left Behind Fund
Schools/Nurseries	Name, address, date of birth, details on subsequent destinations following support, i.e. whether in employment, at college, etc.	To monitor, audit and evaluate No One Left Behind Fund
External contractor (operating on behalf of the Scottish Government)	Contact details	To monitor, audit and evaluate No One Left Behind Fund

****The Scottish Government, their representatives of the Auditors General for Scotland may require to carry out any auditing, monitoring and compliance checks of No One Left Behind in this case a confidentiality contract will be completed on request.***

We will also generally comply with requests for, and share, specific information from other regulatory and law enforcement bodies where this is necessary and appropriate.

You should also be aware that your data will be retained in the university student records system; the data will not be processed outside the European Union.

How long will we keep your information?

We will keep your information for 5 years following the last day of participation on NOLB, after this period it will be destroyed under secure arrangements if it is no longer required for the lawful purpose(s) for which it was obtained.

Automated Decision Making

No automated decision making will be undertaken.

Your Rights

When you provide information to us, you will have the following rights:

- to withdraw consent at any time, where the legal basis specified above is consent
- to lodge a complaint with the Information Commissioner's Office
- to request access to your personal data
- to data portability, where the Legal basis specified above is i) consent or ii) performance of a contract
- to request rectification or erasure of your personal data, as so far as the legislation permits

The Information Commissioner's Office is UK's independent authority set up to uphold information rights in the public interest. Their website is www.ico.org.uk

Information Commissioner's Office

Information Commissioner's Office
Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF Telephone: 0303 123 1113
Email: casework@ico.org.uk

The Information Commissioner's Office – Scotland
45 Melville Street, Edinburgh EH3 7HL Telephone: 0303 123 1115
Email: Scotland@ico.org.uk

