

Short Form Privacy Notice

Graduate Apprenticeships are funded by Skills Development Scotland (SDS) to support the learning of individuals and are operated and delivered by Universities, Colleges or other educational or training providers and funded through SDS by the Scottish Government and the European Social Fund.

The University is committed to looking after any information that you make available to us during your time at the University. Personal information which you supply to us may be used in a number of ways including:

- Making a decision about your application to your chosen programme of study;
- For academic and administrative purposes during your time at the University;
- To administer funding for your course as part of the Graduate Apprenticeship programme, and
- For statistical analysis.

You can find more detailed information about what we will do with your information and why we need to hold it in our full privacy notice which you can find [here](#).

Skills Development Scotland

The Graduate Apprenticeship programme is funded through Skills Development Scotland by the Scottish Government and the European Social Fund (ESF). As part of this contract we will share your personal information with these organisations so that the programme can be managed, monitored and evaluated. SDS may also use your personal data to monitor your educational attainment. In addition, statistical information about Graduate Apprenticeships will be shared by SDS with the Scottish Government.

The University is required under the contract we have with SDS to provide them with certain information. This includes:

- Confirmation that you have commenced your programme
- Information that you are progressing in the programme and qualifications gained
- Notification of when you leave the programme early

In addition, SDS requires you to provide them with additional information including:

- Copies of proof of identity which confirm your name, date of birth and address
- Evidence of previous qualifications
- A Participant Registration Form
- An Equality Monitoring Form

The University will collect this information on behalf of SDS. We will send this information to SDS and then retain this for a short time until SDS have confirmed the paperwork is in order. We will not permanently retain a copy for ourselves.

SDS have their own Privacy Notice which sets out what they will do with your information. You will be provided with a copy when you complete SDS's registration documentation.

Disclosure of information to employers

The University may disclose information to your employer about your attendance and progression but we will only do this when you have given us your permission to do this.