

Privacy Notice – Developing the Young Workforce in Moray – Communication and Engagement with Stakeholders

Developing the Young Workforce (DYW) is an Scottish Government initiative that partners with businesses and organisations to create opportunities for young people.

DYW Moray, based within UHI Moray (Moray College), is one of 20 regional groups working across Scotland. DYW Moray connects businesses and organisations with schools and colleges, helping to better prepare young people for the world of work.

This privacy notice explains how your personal data will be used as part of this initiative.

Your information will be used for the following primary purpose:

Engaging positively with those who DYW consider can have a positive impact on employability of young people in Moray.

This includes the following parts:

1. To maintain contact details of relevant stakeholders (employers, organisations, charities, and groups) who may be able to participate in or contribute to the objectives of the DYW initiative in Moray
2. To communicate with stakeholders and provide information on opportunities including events, training, courses, and funding
3. To engage with stakeholders within meetings, calls, discussions and events, and keep records of that engagement, activity and outcomes
4. To report to funders on levels and types of engagement as part of the programme

If you no longer wish to engage with or receive communications from DYW Moray you can let us know at any time by emailing: info@dywmoray.co.uk

Our legal reason for using the data is:

Public Task: Use is necessary for the performing a task in the public interest or under official authority vested in us, that being to:

- deliver the Developing the Young Workforce (DYW) in Moray programme
- as a key part in the delivery of the national [Young Person's Guarantee](#)
- per government priorities and funding under the Housing Grants, Construction and Regeneration Act 1996

DYW Scotland

You can read more about the work of DYW Scotland here: [DYW - Scotland - DYW Scotland - Home](#)

The Privacy Notice for DYW engagement work is set out within the [CRM Privacy Policy - DYW - Scotland](#). This notice provides further information about the lawful basis for the processing of your data, your data protection rights, and who you can contact in relation to your personal data.

You may in addition find it helpful to contact members of the team involved with DYW Moray for assistance, including the Data Protection Officer for UHI Moray, at dataprotectionofficer@uhi.ac.uk

Sharing data with third parties outwith your organisation

Your data will, or may, be shared with the following recipients or categories of recipient:

- RubiCRM Customer Record Management system maintained by DYW Scotland
- DYW Scotland
- Scottish Government

Data retention

Your data will be retained for the following length of time:

Duration of the YPG Policy and DYW Strategy, and for 12 months beyond any end date to support evaluation

Origin of personal data

In some cases, DYW Moray may have collected your contact details from a source other than you. Contact details may be searched for and found on the websites and social media pages (eg LinkedIn) of individuals or organisations.

Rights of data subjects

The following rights are rights of data subjects:

- The right to access your personal data
- The right to rectification if the personal data we hold about you is incorrect
- The right to restrict processing of your personal data

The following rights [apply only in certain circumstances](#):

- The right to withdraw consent at any time if consent is our lawful basis for processing your data
- The right to object to our processing of your personal data
- The right to request erasure (deletion) of your personal data
- The right to data portability

You also have the right to lodge a complaint with the Information Commissioner's Office about our handling of your data.