

Perth and Kinross Council Privacy Notice

Subject Access Requests

2018-05

Details of process for which personal information is being used: to administer and fulfil Subject Access Requests received under data protection legislation.

The personal information you've provided will be processed by Perth and Kinross Council, 2 High Street, Perth, PH1 5PH, enquiries@pkc.gov.uk , 01738 475000.

The information provided by you will be used by Perth & Kinross Council to record, administer and fulfil your Subject Access Request.

The Council is permitted to process your personal data in this way because it has a legal obligation to provide applicants with information about them held by the Council, subject to relevant exemptions.

Formally, the processing of personal data provided to us for this purpose satisfies *Article 6(1)(c) of the General Data Protection Regulation - Processing shall be lawful...to the extent that processing is necessary for compliance with a legal obligation to which the controller is subject.*

In this case the relevant legislation is the General Data Protection Regulation.

Your personal information will not be disclosed to third parties unless it's necessary for us to do so in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law. The Council may check information provided by you, or information about you provided by a third party, with other information held by us.

Personal information held on Perth and Kinross Council systems in relation to Subject Access Requests is kept for 3 years after the completion of the request. After this it will be deleted.

Individuals have rights in relation to the information the Council holds about them, including the right to request a copy of their information. You can find out more about your [Personal Information Rights](#) on our website or by contacting the Council's Information Governance team at the address below.

The Council has a Data Protection Officer who you can contact in the first instance if you have any questions or complaints about how we are processing your personal information.

Please contact Donald Henderson, Data Protection Officer, 2 High Street, Perth, PH1 5PH, DataProtection@pkc.gov.uk, 01738 475444.

If you want to complain about how the Council has processed your information you have the right to contact the Information Commissioner's Office (<https://ico.org.uk/> 0303 123 1113).

If you have any questions about how the Council processes your information, or if you would like a copy of this notice in another language or format, please contact the Information Governance team;

Information Governance

Legal and Governance Services

2 High Street

Perth

PH1 5PH

Email: DataProtection@pkc.gov.uk

Telephone:01738 477933