

Perth and Kinross Council Privacy Notice

Application for free school meals and/or assistance with school clothing and footwear

2018-05

Details of process for which personal information is being used: this information is processed in order to determine if the claimant is entitled to receive free school meals or assistance with school clothing and footwear

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, which includes details of benefit entitlement and bank account details, will be used by Perth & Kinross Council to process your application and to make payments if your application is successful.

The Council is permitted to process your personal data in this way because it is in the public interest that it can provide free school meals and/or assistance with footwear and school clothing to pupils who are entitled to them.

Formally, the processing of personal data provided to us for this purpose satisfies Article 6(1)(e) *of the General Data Protection Regulation - Processing shall be lawful...to the extent that processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller*

Some of the information (e.g. details of benefits received because of medical conditions) that we process in order to determine entitlement is sensitive or special category data. If special category data is being processed, the Council has to provide a reason for doing so; in the case of this information we consider that the power to advance well-being provided in the Local Government in Scotland Act 2003 permits us to process this information under the terms of Article 9(2)(g) of the General Data Protection Regulation, which states that *processing is necessary for reasons of substantial public interest, on the basis of 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;*

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 applications for free school meals or assistance with clothing and footwear is kept for the current year plus one further year. After this it 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