

## Perth and Kinross Council Privacy Notice

### Scottish Welfare Fund

2018-08

#### Details of process for which personal information is being used:

To assess and process applications for Scottish Welfare Fund and Welfare Services.

#### Who is processing this information?

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

#### Why is this information being processed?

The Council has to ask for evidence when it is assessing your eligibility to receive Scottish Welfare Fund grants. .

#### Why is it lawful for the Council to process this information

The Council is permitted to process your personal data in this way because it has a legal obligation to pay Scottish Welfare Fund grants under the Welfare Funds (Scotland) Act 2015, if an application is received from an eligible individual or family.

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

Some of the personal information that the Council processes when assessing and paying these grants – such as information about medical conditions - is more sensitive, and is known as Special Category Data. When an organization is processing Special Category Data it has to provide details of why it's lawful for it to do so. In the case of Scottish Welfare Fund grants the Council is allowed to process this information under the terms of Article 9(2)(b) of the GDPR which permits the processing of information to carry out obligations in relation to social security.

**Will this information be shared?**

Your personal information will be shared with third parties, including the DWP and Scottish Government and auditing bodies.

Information will be shared when it's necessary to do in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law. The Council may also check information provided by you, or information about you provided by a third party, with other information held by us.

**How long will this information be kept for?**

Personal information held on Perth and Kinross Council systems in relation to the Scottish Welfare Fund and other benefits is kept for 6 years after your claim has ended. After this it will be deleted or anonymised if deletion is not possible or practical.

**Personal Information Rights**

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.

**Data Protection Officer**

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 Data Protection Officer, 2 High Street, Perth, PH1 5PH, [DataProtection@pkc.gov.uk](mailto:DataProtection@pkc.gov.uk), 01738 475444.

### **Information Commissioner's Office**

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).

### **Information Governance Team**

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](mailto:DataProtection@pkc.gov.uk)

Telephone:01738 477933

