

## Perth and Kinross Council Privacy Notice

### Community Link Workers

2018-07

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

To enable you, or a child for whom you have parental responsibility, to work with a Community Link Worker in order to help them reach their potential.

#### **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 information provided by you will be used by Perth & Kinross Council to record details of you, or a child for whom you have parental responsibilities, and your involvement with Community Link Workers.

## **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's necessary for us to do so in order to provide a service that's in the public interest.

The Local Government in Scotland Act 2003 gives local *authorities the power to do anything which they consider is likely to improve its area and persons within that area*; the service provided by Community Link Workers falls within the scope of this Power to Advance Well-Being.

Formally, the processing of personal data provided to us for this purpose satisfies Article 6 (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*

Some of the information processed may be particularly sensitive, such as details of medical conditions; this is known as Special Category Data. The Council is allowed to process Special Category Data in relation to individuals involved with Community Link Workers because there is a substantial public interest in providing advice and support where it's appropriate to do so.

Formally the processing of Special Category Data provided to us for this purpose satisfies Article 9 (g) of the General Data Protection Regulation, - *Processing is necessary for reasons of substantial public interest* -with reference to Schedule 1 17 (1)(a) of the Data Protection Act 2018 *...if the processing is necessary for the provision of confidential counselling, advice or support or of another similar service provided confidentially*

**Will this information be shared?**

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.

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

Most personal information about involvement with Community Link Workers is regarded as forming part of a child's Pupil Progress Record; this Record is held for five years after the child has left school. After this it will be deleted. If the child moves to a different school this Record accompanies them, even if it's in a different local authority area.

Some information about work with Community Link Workers may be stored on SEEMiS, the education information system used by the Council. SEEMiS is a limited liability partnership used by all 32 Scottish Local Authorities. At the time of writing this Privacy Notice SEEMiS is developing a new system which allow for appropriate deletion of records.

Other information, including details of referrals to the service, is stored securely and deleted during the year following the end of the child's involvement with the service.

**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**

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 this Privacy Notice, or if you would like to find out more about your personal information rights, please contact the Council's Information Governance team at 2 High Street, Perth, PH1 5PH,  
[DataProtection@pkc.gov.uk](mailto:DataProtection@pkc.gov.uk), 01738 477933