

## Perth and Kinross Council Privacy Notice

### Freedom of Information Requests

2018-08

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

To record details of a request under freedom of information legislation, to issue a response and to process and respond to a request for a review of the response if required.

#### **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 acknowledge your request (or request for review) and to respond to your request (or request for review).

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

The Council is permitted to process your personal data in this way because the Freedom of Information (Scotland) Act 2002 gives a general entitlement to any person who requests information from a Scottish public authority to be given it, providing it is held. The same legislation also states that the name of the applicant for information must be given, as well as an address for correspondence.

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.*

**Will this information be shared?**

Applicants' identities are not disclosed to the Council service which provides the information requested.

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.

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

Personal information held on Perth and Kinross Council systems in relation to requests under freedom of information legislation is kept for three years. After this it will be deleted.

**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