

## Perth and Kinross Council Privacy Notice

### Young Person's National Entitlement Card

2018-09

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

Young Person's National Entitlement Card

#### 2. 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.

#### 3. Why is this information being processed?

The information provided by you will be used by Perth & Kinross Council to provide you with a Young Person's National Entitlement Card.

It is not possible to provide you with a National Entitlement Card without processing personal information including your name, address and date of birth.

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

The Council is allowed to process your personal data in this way because it is necessary for us to do so in order to carry out a task that is in the public interest.

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 or in the exercise of official authority vested in the controller*

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*; providing Young Persons' NEC cards falls within the scope of this power to advance well-being.

## **5. Will this information be shared?**

The personal information you have provided will be shared with other departments of the Council, other Scottish Councils, Young Scot, the Scottish Government and Scottish Government agencies.

Your personal information will also be disclosed to third parties if 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.

## **6. How long will this information be kept for?**

Personal information held on Perth and Kinross Council systems in relation to a Young Person's National Entitlement Card is kept for as long as you have a National Entitlement Card. After this it will be deleted.

## **7. 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.

## **8. 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.

## **9. 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).

## **10. 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