

Perth and Kinross Council Privacy Notice

Educational Psychology Service

2019-01

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

The Council processes personal information in order to allow children and young people to access Educational Psychology services.

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 , 01738 475000.

3. Why is this information being processed?

The information provided by you will be used by Perth & Kinross Council to record details of you or your child's involvement with the Council's Educational Psychology Service.

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

The Council is permitted to process your personal data in this way because under the terms of Section 4 of the Education (Scotland) Act 1980 it has a legal duty to provide a psychological service for children with additional support needs.

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 processed by Educational Psychology, such as information about health, is more sensitive and is known as Special Category Data.

The Council is allowed to process this information under the terms of Article 9 (1) (g) of the *General Data Protection Regulation*, with reference to Schedule 1, Part 2, Section 6 (2) (a) of the *Data Protection Act 2018* - *Processing is necessary for reasons of substantial public interest.* The Council is processing this information in the exercise of a function conferred on it by law.

5. Will this information be shared?

Your personal information may 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, where required by law or to allow us to provide an Educational Psychology Service. We may also be asked to share information with outside bodies including the Scottish Children's Reporter's Administration and the NHS. We will only share relevant information when it's necessary and appropriate to do so.

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 the Educational Psychology Service is kept for 5 years after you or your child leaves school. 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 Donald Henderson, Data Protection Officer, 2 High Street, Perth, PH1 5PH, 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

Telephone:01738 477933