

## Perth and Kinross Council Privacy Notice

Name of Processing Activity- Recruitment

Date notice written- 2019-04

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

The information provided by you will be used by Perth & Kinross Council to process your application for employment with the Council.

### 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 it lawful for the Council to process this information?

The Council is permitted to process your personal data in this way in order to record and process details of your application for employment with the Council.

Formally, the processing of personal data provided to us for this purpose satisfies Article 6 (1) (b) of the *General Data Protection Regulation - Processing shall be lawful...to the extent that: processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract*

In this instance, the contract is the contract of employment.

**4. Will any sensitive personal information (Special Category Data or information about criminal convictions etc.) be processed?**

Some applications may involve processing sensitive personal information.

**If so, why is it lawful for the Council to process this information?**

Processing of Special Category Data is permitted under the terms of Article 9 (2)(b) of the GDPR “...processing is necessary for the purposes of carrying out the obligations and exercising specific rights...in the field of employment law”, with reference to Schedule 1, 1 (1)(a) of the Data Protection Act 2018 “...the processing is necessary for the purposes of performing or exercising obligations or rights...in connection with employment”.

Processing of information about criminal convictions etc. is permitted under the terms of Article 10 of the GDPR “Processing of personal data relating to criminal convictions and offences shall be carried out...when the processing is authorised by...Member State law”. In this case the relevant legislation is Schedule 1, 1 (1) (a) of the Data Protection Act 2018 “...the processing is necessary for the purposes of performing or exercising obligations or rights...in connection with employment”.

### **5. 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.

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

Personal information held on Perth and Kinross Council systems in relation to recruitment for unsuccessful applicant is kept for six months. After this it will be deleted. The successful applicant's information will be transferred to the Council's employment systems.

### **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