

## Perth and Kinross Council Privacy Notice

Name of Processing Activity- Tenant and Resident Participation

Date notice written- 7 March 2019

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

The information provided by you will be used by Perth & Kinross Council to consult you and to analyse and respond to any feedback you have provided.

We anonymise personal information in order to report on consultations we have carried out.

### 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?

It is not possible for the Council to contact you or respond to any feedback you've provided if we don't hold your name and contact details.

### 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 the Housing (Scotland) Act 2001 places a legal obligation on it to consult with our tenants.

Formally, the processing of personal data provided to us for this purpose satisfies Article 6(1)(c) of the General Data Protection Regulation-  
"*...processing is necessary for compliance with a legal obligation to which the controller is subject*"

## **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 tenant participation is kept for 6 months after the consultation closes. 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