

## Perth and Kinross Council Privacy Notice

**Name of Processing Activity-** Application for music tuition

**Date notice written-** 02/07/2019

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

The information provided by you will be used by Perth & Kinross Council to assess your child's eligibility for music tuition, to process your application, to administer your contract with the Instrumental Music Service and to keep you informed about the Service.

### **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 because it is necessary to do so in order for you to agree to your child, or a child for whom you have parental responsibility, receiving music tuition and for payment to be made.

Formally, the processing of personal data provided 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...prior to entering into a contract*

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

No

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

Where you have indicated within the application that you are applying for financial assistance, we will forward relevant details and supporting evidence to the Perth and Kinross Music Foundation.

The Council also has a duty to protect public funds. We may check your information within the Council for verification purposes and/or for the prevention of fraud. We may share your information with other organisations where we are required to do so for the purposes of the prevention or detection of crime. This includes the information you provide in relation to your household, and your income.

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

Personal information held on Perth & Kinross Council systems in relation to Music Tuition is kept for 6 years. After this it will be deleted.

If the applicant is applying for financial assistance, an extract of the application and evidence will be sent to the Music Foundation for processing. The Council will not retain the evidence and it will be deleted upon submission.

The Music Foundation will hold information for 5 years and use the information during this period to cross reference applications from families which are re-applying. The application and evidence of income is kept until the end of each financial year unless an application is on-going.

More information about MyPKC and MyAccount is available [on our website](#) .

## **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