

Perth and Kinross Council Privacy Notice

Name of Processing Activity – Pupil Work Experience Placements – WorkIT Database

Date notice written- 2019-08

1. Why is this information being processed?

The information provided by you will be used by Perth & Kinross Council to administer and facilitate pupil work experience placements.

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 it lawful for the Council to process this information?

The Council is permitted to process your personal data in this way because processing is necessary for the performance of a contract to which you (the pupil undertaking the work placement) and your parent or guardian have signed.

Formally, the processing of personal data provided to us for this purpose satisfies Article 6(b) of the General Data Protection Regulation – *Processing is necessary for the performance of a contract to which the data party is subject*

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

Yes- if the pupil undertaking the work placement has a medical condition which is relevant to the work experience placement.

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

It's lawful for the Council to process this information under the terms of Article 9 (2)(g) of the GDPR – processing is necessary for reasons of substantial public interest.

The substantial public interest in this case is in order to comply with Schedule 1, part 2(6)(2)(a) of the Data Protection Act 2018- *the exercise of a function conferred on a person by an enactment or a rule of law*. In this case the legislation is the Health and Safety at Work etc. Act 1974.

5. Will this information be shared?

The personal information you have provided will be shared with employees at Gateway Shared Services who are a public sector, not-for-profit consortium of ten local authorities, hosted by Glasgow City Council. Gateway manage the work experience database – WorkIT.

Your personal information will not be disclosed to other 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 also 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 work experience placements is kept for 6 years. After this it will be deleted.

Personal information held on Gateway Shared Services (WorkIT) in relation to work experience pupils is held for 6 years after they have left school. After this time, 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, 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