

Perth and Kinross Council Privacy Notice

Volunteers

2020-05-28

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

To facilitate your role as a volunteer with Perth and Kinross 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 , 01738 475000.

3. Why is this information being processed?

The information provided by you will be used by Perth & Kinross Council to administer your role as a volunteer and to ensure that the Council is fulfilling its welfare and safeguarding obligations where relevant (for example, a role where a Disclosure Scotland or PVG check is required).

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 it is in the public interest for it to enable volunteers to provide support to citizens and contribute to other projects., The Council needs to have details about volunteers to authorise voluntary roles and communicate with you.

The Local Government in Scotland Act 2003 gives *local authorities the power to do anything which they consider is likely to improve its area and persons within that area*; enabling volunteers to provide support to others or take part in projects falls within the scope of this Power to Promote Wellbeing.

Formally, the processing of personal data provided to us for this purpose satisfies Article 6 (e) of the General Data Protection Regulation - *Processing shall be lawful...to the extent that processing is necessary for the performance of a task carried out in the public interest*

Some information, such as details of health conditions, is more sensitive and is known as Special Category Data. It isn't necessary for the Council to process Special Category Data for most volunteers; however, if you make us aware of e.g. a medical condition which could affect your role, we may do so.

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 (the Local Government in Scotland Act 2003) and it is in the public interest for it to do so.

5. Will this information be shared?

When you are volunteering for a role where a Disclosure Scotland or PVG check is required, we may contact these organisations to help you to gain the clearance required to fulfil your voluntary role. 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 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

most volunteering roles is kept for one year from the date you are confirmed as a volunteer. After this you will be asked annually if you wish to remain on our system as a volunteer, and if you do not your details will be deleted.

For volunteers whose roles require a Disclosure Scotland or PVG check, personal information may need to be retained for a significantly longer period. Advice will be provided on an individual basis to volunteers in this category.

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