

## Perth and Kinross Council Privacy Notice

### Name of Processing Activity- Skills and Employment Initiatives Project – Covid19 Jobs Portal

Date notice written- 2020-07

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

The information provided by you will be used by Perth & Kinross Council to provide you with support and advice with all aspects of employability and skills development.

#### 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 in the public interest for it to provide citizens with a service which can improve their employability and assist them in attaining meaningful and sustainable employment. Benefits of this include better health and wellbeing, improved economic activity and community inclusion.

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*; providing this service 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*

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

Some information, such as details of health conditions, is more sensitive and is known as Special Category Data. You may provide us with information regarding an illness, disability or information which falls into this category.

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

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?**

If the Skills and Employment Initiatives team identify an employment or other opportunity which you may be interested in, they will ask if you wish your details to be passed on to the relevant organisation. You can decide if you want them to do this.

The Council may also disclose your personal information to third parties if 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 the Skills and Employability Initiative is kept for five years. 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