

Perth and Kinross Council Privacy Notice

Name of Processing Activity- © Insights Discovery (staff only)

Date notice written- 2021-05

1. Why is this information being processed?

The information provided by you will be used by Perth & Kinross Council to help people understand themselves and others in their teams, and to make the most of the relationships that affect them in the workplace, through using the ©Insights Discovery psychometric tool.

If you agree to take part, you will be provided with a link to an evaluator on the Insights Discovery website; once the evaluator is completed, a profile will be generated based on your responses. A small number of Perth and Kinross Council staff, who are trained as Client Practitioners, will have access to your profile.

2. Who is processing this information?

If you choose to participate, the personal information you provide to ©Insights will be processed by them to generate a profile which is available to a Perth and Kinross Council Client Practitioner, Perth and Kinross Council, 2 High Street, Perth, PH1 5PH, enquiries@pkc.gov.uk , 01738 475000.

There is more information about ©Insights Discovery's Privacy Policy here-

<https://www.insights.com/privacy-policy/>

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 participating members of staff consent to using ©Insights Discovery

Formally, the processing of personal data provided to us for this purpose satisfies Article 6(1)(a) of the UK General Data Protection Regulation - *Processing shall be lawful...to the extent that the data subject has given consent to the processing of his or her personal data for one or more specific purposes*

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

No.

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

N/A

5. Will this information be shared?

Your personal information will not be disclosed to third parties unless it's required by law.

6. How long will this information be kept for?

Perth and Kinross Council will not keep a copy of the individual's profile after the initial workshop or feedback sessions have been completed – it will be stored in the Insights system. PKC will delete profiles from the Insights system after 25 years or when individuals leave the organisation, whichever is sooner. Staff can request deletion of their profile from the system at any time.

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

