

## Perth and Kinross Council Privacy Notice

Name of Processing Activity: e-Learning

Date notice written- 2022/03

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

The information provided by you will be used by Perth & Kinross Council to record your e-learning progress and to meet our obligations to you as an employer.

### 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 for us to hold this information in order for us to manage your employment and to meet our obligations to you as an employer.

Formally, the processing of personal data provided to us for this purpose satisfies Article 6(1)(b) of the UK 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 at the request of the data subject prior to entering into a contract*

In this instance, the contract is the contract of employment.

The processing will also satisfy, on occasion, Article 6(1)(c) - *Processing is necessary for compliance with a legal obligation to which the controller is subject.*

In this instance, the legal obligations are those arising from Health & Safety at Work legislation.

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

No

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

The data collected from the survey is held in a platform called Tessello, part of the Capita group. A link to their privacy policy can be found [here](#).

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

Personal information held on Perth and Kinross Council systems in relation to e-learning will be kept for 6 years after your leaving date. 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