

Perth and Kinross Council Privacy Notice

Name of Processing Activity: Staff Surveys

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 help us to understand the challenges employees face and inform how the Council can make improvements. The surveys are voluntary and anonymous and no names, contact details or job titles will be gathered; and your answers will not be stored on your personnel record. However, some free text boxes are included where you may share identifiable information about yourself in your response. We would advise you not to share identifiable information about yourself in these boxes if you wish to remain anonymous.

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 participating members of staff consent to respond to staff surveys.

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, unless it is provided by you in the free text boxes.

5. Will this information be shared?

The data collected from the survey is held in a Microsoft platform called kwiksurveys, part of the Shout.com 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 staff surveys will be kept for 7 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, 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