

## Perth and Kinross Council Privacy Notice

### Name of Processing Activity- Social Work Payments

Date notice written- 2022-04

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

The information provided by you will be used by Perth & Kinross Council to process payments made under Section 12 of the Social Work (Scotland) Act 1968 and Section 22 of the Children (Scotland) Act 1995.

#### 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 under Article 6(1)(c) of the UK GDPR, because it has a legal obligation to comply with its obligations under the Social Work (Scotland) Act 1968 and the Children (Scotland) Act 1995 to establish eligibility for payments.

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

In some circumstances, people may provide special category data, such as information about medical conditions, as part of their application.

##### **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 UK 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 Social Work (Scotland) Act 1968 and the Children (Scotland) Act 1995) and it is in the public interest for it to do so.

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

Your personal information will not be disclosed to 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 Social Work Payments will be kept on the relevant social work record for its lifetime. 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