

Perth and Kinross Council Privacy Notice

Name of Processing Activity- Housing Repairs and Maintenance

Date notice written- 2022/09

1. Why is this information being processed?

The information provided by you will be used by Perth & Kinross Council to manage all repairs, maintenance and servicing requirements during your tenancy.

2. Who is processing this information?

The personal information you have 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 it has a legal duty to provide housing services, under the Housing (Scotland) Acts 1987 and 2001, the Homelessness etc. (Scotland) Act 2003 and the Antisocial Behaviour etc. (Scotland) Act 2004

Formally this processing is lawful under the terms of Article 6(c) of the UK GDPR, "*Processing is necessary for compliance with a legal obligation to which the controller is subject*"

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

Yes.

Details of relevant medical conditions or disabilities are recorded, and an alert placed on our systems, in order that an appropriate service can be provided.

If the Council is aware of a criminal conviction or previous behaviour that it considers may have an impact on Repairs staff or our contractors, an alert indicating this will be held on our systems.

Alerts are reviewed regularly and affected individuals are advised they are in place.

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

This processing is lawful under the terms of Article 9 (2) (g) of the UK GDPR – *processing is necessary for reasons of substantial public interest* with reference to the Data Protection Act 2018, Schedule 1, Part 2, Section 6 (2) *This condition is met if the processing is necessary for reasons of substantial public interest...in the exercise of a function conferred...by an enactment or a rule of law.*

In this case, the relevant legislation is the Housing (Scotland) Acts 1987 and 2001, the Homelessness etc. (Scotland) Act 2003, the Antisocial Behaviour etc. (Scotland) Act 2004 and the Health and Safety at Work etc. Act 1974.

5. Will this information be shared?

Where necessary your information will be shared with:-

- Council appointed contractors
- Other Council Services, as appropriate
- Energy Suppliers where a change of tenancy has taken place

Your personal information will not be disclosed to further third parties unless it is 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 housing repairs will be reviewed on a regular basis and removed if there is no longer an active tenancy.

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