

Perth and Kinross Council Privacy Notice

Name of Processing Activity- Private Landlord Registration

Date notice written- 2022/08

1. Why is this information being processed?

The information provided by you will be used by Perth & Kinross Council to manage your registration as a private landlord.

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 under the terms of the Antisocial Behaviour etc. (Scotland) Act 2004, it is required to maintain a register of private landlords. Formally, this processing is lawful under the terms of Article 6(1)(c) of the UK General Data Protection Regulation (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. It is a requirement of the Antisocial Behaviour etc. (Scotland) Act 2004 that information about some criminal convictions is processed in order to determine if someone is a fit and proper person to be a private landlord

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

This processing is lawful under the terms of Article 10 (1) of the UK General Data Protection Regulation- *Processing of personal data relating to criminal convictions shall be carried out only...when the processing is authorised by domestic law.* In this case, the relevant legislation is the Antisocial Behaviour etc. (Scotland) Act 2004.

5. Will this information be shared?

Legislation permits the sharing of landlord registration with relevant authorities. This includes other local authorities, Police Scotland, Scottish Fire and Rescue Service and other public bodies. It may also be shared for the purposes of preventing and detecting crime.

The Council may also check information provided by you, or information about you provided by a third party, with other information held by us, including Council Tax records. We may also get information from certain third parties or share your information with them in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law.

6. How long will this information be kept for?

Personal information held on Perth and Kinross Council systems in relation to the registration of private landlords will be kept until the registration is no longer required by the Private Landlord. 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

