

## Perth and Kinross Council Privacy Notice

### Name of Processing Activity- Skills and Employment Initiatives for Young People (requiring 16+ supports)

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 administer referrals for skills and employment initiatives for young people (requiring 16+ supports). Where appropriate, young people may receive support from PKC's Services for Young People, or Third Party partners.

#### 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 do so in order to carry out a task that is in the public interest.

Formally, the processing of personal data provided to us for this purpose satisfies Article 6(e) of the UK General Data Protection Regulation - *Processing shall be lawful...to the extent that processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller*

The Local Government in Scotland Act 2003 gives local authorities the power to do anything which they consider is likely to improve its area and persons within that area; helping to provide skills and employment initiatives to young people falls within the scope of this power to advance well-being.

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

Yes.

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

Some of the personal information that the Council processes when receiving referrals – such as information about medical conditions - is more sensitive and is known as Special Category Data. When an organization is processing Special Category Data it has to provide details of why it's lawful for us to do so. In the case of skills and employment initiatives for young people (requiring 16+ supports), the Council is allowed to process this information under the terms of Article 9(2)(g) of the UK General Data Protection Regulation which permits the processing of information which is necessary for reasons of substantial public interest, with reference to Section (1) (1) of Schedule 1 of the Data Protection Act 2018

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

If Perth and Kinross Council identifies an employment or other opportunity which may meet the needs of the young person, we may share your personal information with relevant agencies such as members of the Community Planning Partnership, other employability services, and education and training organisations. However, before we do so we will ask you to confirm if this is in the interest of the young person.

It will not be disclosed further 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 Skills and Employment Initiatives for Young People (requiring 16+ supports) will be deleted either when a learning agreement with the young person is developed, or if they decline to engage with the services on offer.

## **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