

Perth and Kinross Council Privacy Notice

Sustained Emotionally Based Absence (SEBA) Project

2023-05

Why is this information being processed?

Perth & Kinross Council processes personal information through this Project to support young people who are experiencing long-term significant emotionally based absence from school, principally as a result of mental health difficulties, impacting negatively on their access to education.

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 4

Why is it lawful for the Council to process this information?

The Council is permitted to process personal data in this way because under the terms of Local Government in Scotland Act 2003 asp 1 (Scottish Act) Part 3 Power to Advance Well-being and the Standards in Scotland's Schools etc. Act 2000, it has a legal duty to provide a psychological service for children with additional support needs.

Formally, the processing of personal data provided to us for this purpose satisfies Article 6(1)(e) of the UK General Data Protection Regulation - *Processing is necessary for a task carried under official authority.*

Some of the personal information processed through the SEBA project, such as information about health, is more sensitive and is known as Special Category Data.

The Council is allowed to process this information under the terms of Article 9(2)(g) of the UK General Data Protection Regulation - *processing is necessary for reasons of substantial public interest.*

Will this information be shared?

Personal information collated and recorded through the SEBA Project may be shared with third parties,

The information may be shared with the following bodies and third parties as below:

- Other Perth & Kinross Council Children's Services teams such as
 - Education and Children's Services Senior Management Team
 - Education Services Management Team
 - Headteachers
 - Principal Guidance Teachers

- The NHS
- Perth Autism Support
- Other third sector organisations, as identified by the SEBA PT and the young person.

We may also share information if 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.

How long will this information be kept for?

At the end of each academic year, records for pupils no longer working with the SEBA project will be archived and retained for six years. These folders will then be deleted automatically.

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.

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.

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).

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