

Perth and Kinross Council Privacy Notice

Name of Processing Activity- Online Support Referrals using the FORT system

Date notice written- 2024/10

1. Why is this information being processed?

The information provided by you will be used by Perth & Kinross Council to administer requests for support using the FORT Online Referral Tool.

The FORT tool is an online referral portal provided by Advice Infrastructure that is used to securely transfer requests for support within and between Perth & Kinross Council and external partners. Support requested may include financial advice, health and wellbeing, housing, employability and wider family support, and may be provided by Perth & Kinross Services 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, 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 facilitate referrals for support 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. Information about health and wellbeing may be processed.

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

Article 9(2)(g) of the UK General Data Protection Regulation, with reference to Schedule 1, Part 2, 6(2)(a) of the Data Protection Act 2018, permits the processing of Special Category Data when *processing is necessary for reasons of substantial public interest* and the purpose of processing is in *the exercise of a function conferred on a person by an enactment or a rule of law*. In this case the relevant legislation is Section 20 of the Local Government in Scotland Act 2003, which gives local authorities the Power to Advance Wellbeing in their areas. The Council considers that allowing fast, appropriate referrals to organisations that may be able to provide support falls within the scope of this Power.

5. Will this information be shared?

Your personal information may be shared with a third party for the purpose of making a referral for support from that third party.

Information about the organisations to whom referrals are made will be used as part of the analysis of the usage of the service. However, this information will not include any personal, or identifiable information.

The Council may check information provided by you, or information about you provided by a third party, with other information held by us. 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 referrals for support via the FORT system will be kept for 5 years. After this it will be deleted.

Personal information held within the FORT Online system will be retained for a maximum of 270 days after which 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