

Privacy Notice – Release Planning Meetings



Date notice written: March 2025

Why is this information being processed?

The purpose of Release Planning Meetings is to ensure that everyone serving a short-term sentence who is approaching release is offered support from appropriate services to help them integrate into the community.

Who is processing this information?

The personal information you have provided will be processed by Perth and Kinross Council, Council Building, 2 High Street, Perth, PH1 5PH. Email Enquiries@pkc.gov.uk or telephone 01738 475000.

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 it to do so for the performance of a task carried out in the public interest or in the exercise of official authority vested in the authority (Article 6 (1) (e) of the UK General Data Protection Regulation). In this case the relevant legislation is the Social Work (Scotland) Act 1968, the Housing (Scotland) Act 2001, the Homelessness etc (Scotland) Act 2003 and the Community Justice (Scotland) Act 2016.

Will any sensitive personal information (Special Category Data or information about criminal convictions, for example) be processed?

Yes. In order to offer appropriate support, details of convictions and if relevant, medical conditions or other relevant data will be processed.

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

This processing is lawful in terms of Article 9, 2(g) of the UK GDPR, '...processing is necessary for reasons of substantial public interest', with reference to Schedule 1, Part 2, (6), (1); it is in the public interest for the local authority to comply with its obligations under the Social Work (Scotland) Act 1968, the Housing (Scotland) Act 2001, the Homelessness etc (Scotland) Act 2003 and the Community Justice (Scotland) Act 2016.

Will this information be shared?

Yes. The Scottish Prison Service produces a pre-release spreadsheet to identify people approaching release. This will be used to identify which agency or Council department can provide the most appropriate support. Regular participants in Release Planning Meetings are Perth and Kinross Council, APEX and NHS Tayside.

With the exception of the Release Planning Meeting participants outlined above, your personal information will not be disclosed to third parties unless 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?

Personal information held on Perth and Kinross Council systems in relation to Prisoner Release, including Voluntary Throughcare offers of support, will be kept for three years.

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 us by writing to the Data Protection Officer, Perth and Kinross Council, Council Building, 2 High Street, Perth, PH1 5PH, by emailing DataProtection@pkc.gov.uk or by telephoning 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](#) via their website or by telephoning 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