

# Privacy Notice – Work Experience Placements (Workit)



Date notice written: May 2025

## Why is this information being processed?

The information provided by you will be used by Perth and Kinross Council to administer and facilitate pupil work experience placements

## 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](mailto: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 the personal data of pupils and employees of organisations offering placements in this way because the processing is necessary for the performance of a task carried out in the public interest. The Scottish Government's Curriculum for Excellence "Framework for Learning and Teaching" and guidance on Developing the Young Workforce state that pupils must be given the opportunity to gain work skills and experience.

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

Yes, if the pupil undertaking the work placement has a relevant medical condition.

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

It's lawful for the Council to process this information under the terms of Article 9 (2)(g) of the GDPR – processing is necessary for reasons of substantial public interest.

The substantial public interest in this case is in order to comply with Schedule 1, part 2(6)(2)(a) of the Data Protection Act 2018 - *the exercise of a function conferred on a person by an enactment or a rule of law*. In this case, the legislation is the Health and Safety at Work etc. Act 1974.

## Will this information be shared?

The personal information you have provided will be shared with Gateway Shared Services, which is a public sector, not- for-profit consortium of local authorities, hosted by Glasgow City Council. Gateway manage the work experience database, Workit.



Pupils - Your personal information will not be disclosed to other third parties unless it's necessary for us to do so to verify its accuracy, prevent or detect crime, protect public funds or where required by law.

Employers - Personal information, such as contact details, will be available to other third parties (other local authorities and their pupils who also use Workit) when viewing work experience opportunities.

The Council may also check information provided by you, or information about you provided by a third party, with other information held by us, or when required by law.

### **How long will this information be kept for?**

Personal information held on Perth & Kinross Council systems in relation to work experience placements is kept for 6 years. After this time, it will be securely deleted.

Personal information held on Gateway Shared Services (Workit) in relation to work experience pupils, including employer's details, is held for 6 years after they have left school. After this time, it will be securely deleted.

If you tell us that you no longer wish to participate in this scheme, we will archive your records. Gateway, which administers the scheme, will review all archived records annually and delete them as appropriate.

### **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 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](mailto: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, Perth & Kinross Council, Council Building, 2 High Street, Perth, PH1 5PH, by emailing [DataProtection@pkc.gov.uk](mailto:DataProtection@pkc.gov.uk) or by telephoning 01738 477933.