



# Privacy Notice – Digital Transcription of OT Assessment Using Magic Notes

Date notice written: March 2026

## Why is this information being processed?

The information provided by you will be used by Perth and Kinross Council to complete an assessment of need by practitioners within the Adult Social Work department in Perth and Kinross Council Health and Social Care Partnership (HSCP).

## 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 your personal data in this way under article 6(1)(e) of the UK General Data Protection Regulation – ‘Processing is necessary for a task carried under official authority’. In this case, the relevant legislation is the duty of Best Value under Section 1(1) of the Local Government in Scotland Act 2003 [Local Government in Scotland Act 2003](#).

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

Yes. Some of the information that will be processed in order to provide this statutory function is sensitive or special category data.

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

The Council is permitted 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’. In this case, the relevant legislation is the duty of Best Value under Section 1(1) of the Local Government in Scotland Act 2003, with the public interest condition being ‘statutory and government purposes’.

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

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 Magic Notes will be kept for 7 days. After this it will be deleted.

Client records are archived for the following periods before deletion from the system: current year plus 5 years after last action or 3 years after death.

### **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:

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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