

## Perth and Kinross Council Privacy Notice

### Name of Processing Activity- Welfare Rights

Date notice written- 2022-07

#### 1. Why is this information being processed?

The information provided by you will be used by Perth & Kinross Council to provide impartial welfare benefits advice and appeals representation at welfare benefit appeals and to provide holistic advice on Welfare Services.

#### 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](mailto: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 provide a service that's in the public interest. 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; the service provided by Welfare Rights 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

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

Some of the personal information that the Council processes when assessing and providing advice and representation – such as information about medical conditions - is more sensitive, and is known as Special Category Data. When an organization is processing Special Category Data it has to provide details of why it's lawful for us to do so. In the case of benefits advice and representation the Council is allowed to process this information under the terms of Article 9(2)(g) of the UK General Data Protection Regulation which permits the processing of information which is necessary for reasons of substantial public interest, with reference to Section (1) (1) of Schedule 1 of the Data Protection Act 2018

**5. Will this information be shared?**

Your personal information will be shared with third parties acting in your interests and with auditing bodies. It will not be disclosed further unless it is necessary for us to do so 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 Welfare Rights will be kept for 5 years. After this 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](mailto: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](mailto:DataProtection@pkc.gov.uk)

Telephone:01738 477933