

## Perth and Kinross Council Privacy Notice

Name of Processing Activity- Tenancy Agreement

Date notice written- 2019-12

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

The information provided by you will be used by Perth & Kinross Council to provide you with a Tenancy Agreement and to communicate and consult with you about your tenancy.

### 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 under the terms of the Housing (Scotland) Act 2001, it has a legal obligation to draw up a tenancy agreement and provide you with a copy.

Formally, the processing of personal data provided to us for this purpose satisfies Article 6(1)(c) of the General Data Protection Regulation- "*..processing is necessary for compliance with a legal obligation to which the controller is subject*".

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

No

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

N/A

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

Perth and Kinross Council may share the information you provide with other departments within the Council, including Revenues and Benefits, Social Work or Legal Services, or with NHS Tayside, Police Scotland or Scottish Fire and Rescue Service for the purpose of helping you to sustain your tenancy and protecting the safety and wellbeing of you and your neighbours. We only share information on your health with Social Work or the NHS in order to identify any additional advice or support you may need to help you stay in your home or any additional measures needed to protect you or your neighbours.

Where necessary to verify your current housing situation we may share your relevant personal information with the Department of Work and Pensions (DWP), regarding any ongoing benefit claim relating to you or anyone else living in your home.

Where you provide us with a next of kin's name and contact details, it is your responsibility to make sure that the person whose details we are collecting is aware that we are holding this information as part of our records.

Next of kin information will only be used in emergencies (or where you have asked us to) and where we are unable to contact you directly, because we cannot reach you using the contact details we hold on file. We will not disclose any information relating to your tenancy to your next of kin, unless you have given us the authority to do this.

If you fall behind on paying rent, we will use the contact details you have provided for the purposes of contacting you to recover this debt. Where we contact your next of kin for this purpose, we will not disclose the reason we need to contact you.

Much of the posted communication you may receive from us is distributed via a third-party printer. We will share your contact details with the printers to enable them to do so.

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

Personal information held on Perth and Kinross Council systems in relation to tenancy agreements is kept for five years after a tenancy expires. 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