

## Perth and Kinross Council Privacy Notice

### Food Fund Financial Assistance

2020-09

**Details of process for which personal information is being used:** by the Welfare Right team to assess eligibility for Food Fund Financial Assistance and to provide holistic advice about Welfare Services.

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.

The Council is permitted to process your personal data in this way under Article 6(1)(e) of the GDPR because it's necessary for us to do so in order to provide a service that's in the public interest.

In particular 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 for the Food Fund by Welfare Rights falls within the scope of this Power to Advance Well-Being

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 must provide details of why it's lawful for us to do so. In the case of benefits advice and representation the Council can process this information under the terms of Article 9(2)(g) of the GDPR 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.

Your personal information will be shared with third parties acting in your interests and with auditing bodies. It will be shared with other third parties if we are required to so by law.

Personal information held on Perth and Kinross Council systems in relation to Welfare Rights is kept for 6 years after your case is closed. After this it will be deleted or anonymised if deletion is not possible or practical.

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.

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.

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).

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