

Perth and Kinross Council Privacy Notice

Name of Processing Activity – Kids Clubs online registration and booking

Date notice written - September 2020

1. Why is this information being processed?

The information provided by you will be used by Perth & Kinross Council to register and manage bookings for children you are responsible for at Kids Clubs and to communicate with you about this service.

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, 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 required for us to have a contract with you and to communicate with you appropriately.

Formally, the processing of personal data provided to us for this purpose satisfies Article 6 (1) (b) of the General Data Protection Regulation - *Processing shall be lawful to the extent that processing is necessary for the performance of a contract to which the data subject is party or in order to take step prior to entering into a contract.*

In this case, the contract is between the person registering a child for a Kids Club and the Council.

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

Yes, if you advise us about any medical conditions which a child attending a Kids Club has.

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

We consider that the power to advance well-being provided in the Local Government in Scotland Act 2003 permits us to process this information under the terms of Article 9(2)(g) of the General Data Protection Regulation, which states that *processing is necessary for reasons of substantial public interest, on the basis of Union or Member*

State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Without recording details of relevant medical conditions, it would not be possible to provide appropriate levels of care to all children whose parents or carers wished to use this service.

5. Will this information be shared?

If another organisation is paying for childcare e.g. a parent's employer, it may be necessary to share information with them to ensure that payment is received.

Organisations e.g. an employer may ask for information about a child's registration, how often they attend and the weekly cost.

We may also share information 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.

6. How long will this information be kept for?

Personal information held on Perth and Kinross Council systems in relation to Kids Clubs is kept for one year. After this it is deleted. A new registration form is required every year.

You should be aware that this does not apply to personal information you may have provided to set up a MyPKC account. More information about myaccount services is available [on our website](#) or from the Council's Customer Service Centre on 01738 475000 or at enquiries@pkc.gov.uk.

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, 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

Telephone:01738 477933