

## Perth and Kinross Council Privacy Notice

### Name of Processing Activity- Animal Licences

Date notice written- 2022/01

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

The information provided by you will be used by Perth & Kinross Council for the purpose of issuing animal activity licences in the following areas:

Sellers of Pets Licence  
Breeding Licence (Dogs/cats/rabbits)  
Sale of Animals as Pets  
Operation of Animal Welfare Establishments (AWE)  
Rehoming of animals (other than operating an AWE)  
Zoo Licence  
Dangerous Wild Animals Licence  
Dog Boarding Licence  
Cat Boarding Licence  
Riding Establishments Licence  
Performing Animals Registration

Along with the application we will require certain supporting documentation as set out in the relevant guidance depending on the type of licence.

Information gathered in the application process may be used to determine whether a licence can be issued or refused. Contact details may also be used to communicate with you in regards to your application or the licence you hold.

Data may also be used to investigate licensed premises in the event of a complaint. If necessary, investigations may lead to enforcement action.

#### 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 the council has a legal obligation under one of the following Acts:

The Animal Welfare (Licensing of Activities Involving Animals) (Scotland) Regulations 2021

The Animal Boarding Establishment Act 1963

Breeding and Sale of Dogs (Welfare) Act 1999

The Performing Animals (Regulation) Act 1925

The Pet Animals Act 1951 (as amended in 1983)

Riding Establishments Acts 1964 and 1970

Zoo Licensing Act 1981

Dangerous and Wild Animal Act 1976

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

Some applications may involve the processing of sensitive personal information, such as criminal convictions.

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

Processing of information about criminal convictions etc. is permitted under the terms of Article 10 of the GDPR "*Processing of personal data relating to criminal convictions and offences shall be carried out...when the processing is authorised by domestic law*". In this case the relevant legislation is Schedule 1, 6 (1) (b) of the Data Protection Act 2018 "*...the processing is necessary for for reasons of substantial public interest*" and where *Those purposes are.... the exercise of a function conferred on a person by an enactment or rule of law.*

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

Information may be shared with Police Scotland, Scottish Fire and Rescue Service, Animal Plant and Health Agency (APHA), other local authorities or veterinary surgeons.

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.

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

Personal information held on Perth and Kinross Council systems in relation to Animal Licensing applications will be kept for the validity of the licence, plus 2 years after expiry. 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