

## Perth and Kinross Council Privacy Notice

### Name of Processing Activity- Data Sharing with UHI Perth for Exceptional Leavers

Date notice written- 2024/12

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

This processing affects you if you intend to leave school at the beginning of the winter holidays, you are required to stay on a school roll until this date, but you have already enrolled on a full-time college course.

Information related to your Anticipated School Leaving Date, Preferred Route and Preferred Occupation provided by you will be used by Perth & Kinross Council and shared with UHI Perth to ensure that appropriate education is provided. It will serve to benefit you by ensuring you can receive an education which is appropriate to your circumstances and to ensure that you continue to receive an appropriate education at least until you reach the minimum age at which you can leave school.

#### 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 Education (Scotland) Act 1980, the Council has a duty "to secure that there is made for their area adequate and efficient provision of school education and further education".

The council has a statutory duty to comply with the terms of the Education (Scotland) Act 1980 to ensure the education and wellbeing of school pupils until the age at which they can legally leave school.

This processing is therefore lawful under the terms of Article 6(c) of the UK General Data Protection Regulation (GDPR) – *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?**

While it's not the intention to process any Special Category Data as part of this activity, it is possible that in certain circumstances information about sickness absence may be processed.

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

Under the terms of Article 9(2)(g) of the GDPR, with reference to Schedule 1, Part 2, (6) (2) (a) of the Data Protection Act 2018, it's lawful for the Council to process this information because there's a substantial public interest in it complying with its obligations under the Education (Scotland) Act 1980.

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

Yes. Information related to your Anticipated School Leaving Date, Preferred Route and Preferred Occupation provided by you will be used by Perth & Kinross Council and shared with UHI Perth to ensure that appropriate education is provided. Perth UHI will provide the Council with details of your attendance at UHI Perth, including details of reasons for non-attendance, to ensure that you continue to receive adequate training/education until you reach the minimum age at which you can leave school.

Additionally, if necessary, your personal information may be shared with third parties if it's necessary for us to do so to verify its accuracy, prevent or detect crime, protect public funds or where required by law. Under certain circumstances, 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 attendance will be kept for the current school year plus four further 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





