

# Privacy Notice – SHIFT, Perth and Kinross Climate Change Commission Recruitment



Date notice written: May 2025

## Why is this information being processed?

The information provided by you will be used by Perth and Kinross Council to recruit members to join SHIFT, Perth and Kinross Climate Change Commission.

## Who is processing this information?

The personal information you have provided will be processed by Perth and Kinross Council, Council Building, 2 High Street, Perth, PH1 5PH. Email [Enquiries@pkc.gov.uk](mailto:Enquiries@pkc.gov.uk) or telephone 01738 475000.

## 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 lawful under the terms of Article 6(e) of the UK General Data Protection Regulation “*....processing is necessary for the performance of a task carried out in the....exercise of official authority*”. In this case, the relevant legislation is the Climate Change (Emissions Reduction Targets) (Scotland) Act 2019.

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

It is not intended to process any sensitive personal information, although it is recognised that this may be necessary depending on applicants to SHIFT.

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

If processing of this nature takes place, Article 9 (2)(g) of the UK General Data Protection Regulation will apply “*...processing is necessary for reasons of substantial public interest*”. In this case, it is in the public interest for the authority to comply with its obligations under the Climate Change (Emissions Reduction Targets) (Scotland) Act 2019.

## Will this information be shared?

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.

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

Personal information held on Perth and Kinross Council systems in relation to recruitment for Shift, Perth and Kinross Climate Change Commission will be kept for three years. After this it will be deleted.

## **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.

## **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 by writing to the Data Protection Officer, Perth and Kinross Council, Council Building, 2 High Street, Perth, PH1 5PH, by emailing [DataProtection@pkc.gov.uk](mailto:DataProtection@pkc.gov.uk) or by telephoning 01738 475444.

## **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](#) via their website or by telephoning 0303 123 1113.

## **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