

Detailed Privacy Notice – Safety Advisory Group (SAG)



Date notice written: May 2026

Why is this information being processed?

Perth and Kinross Council maintains a Safety Advisory Group (SAG) which is made up of core members from Perth and Kinross Council, emergency services such as Police Scotland, Scottish Fire and Rescue Service, and the Scottish Ambulance Service, NHS Scotland, and transport agencies such as Transport Scotland.

The SAG's function is to promote and maintain high standards of public safety, health and emergency planning at events held across the Perth and Kinross Council area. To support this, we record and share relevant information and data with core members and, when appropriate, with other relevant services, organisations and/or agencies.

The SAG members meet with event organisers to discuss the event in detail, particularly where health, safety or emergency planning concerns arise. The SAG also helps organisers understand their individual and collective responsibilities when planning and delivering events in the county.

For the purposes of data protection, Perth and Kinross Council is the Data Controller.

We collect and hold personal information relating to event organisers, individuals involved in the running of events, individuals providing services and equipment to an event organiser, and individuals making enquiries and requests.

The Safety Advisory Group use this information to:

- identify persons and companies responsible for an event, including those involved in the running and provision of services to an event
- provide advice and guidance to event organisers and those involved in running events to help ensure they are run safely
- check an event has the relevant documentation and certification
- follow up on any advice issued
- follow up on any complaints, accidents or concerns about an event

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 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 necessary for us to do so in order to carry out a task that is in the public interest.

Formally, the processing of personal data provided to us for this purpose satisfies Article 6(e) of the UK General Data Protection Regulation - Processing shall be lawful...to the extent that processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

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

No.

Will this information be shared?

Information is shared with the following organisations who, alongside council representatives, form the core membership of the Safety Advisory Group (SAG):

- police service
- fire and rescue service
- ambulance service
- health services
- other relevant services and organisations, where appropriate

Personal information may also be disclosed to 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. 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 referrals to the Safety Advisory Group (SAG) will be kept for **6 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 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

Telephone 01738 477933