



Privacy Notice – Future Works Client Eligibility Assessment

Date notice written: June 2026

Why is this information being processed?

The information provided by you will be used by Perth and Kinross Council to determine and confirm the eligibility of participants for our Future Works programme.

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 lawful for it to do so 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 public interest or in the exercise of official authority...”. In this case, the relevant legislation is the Power to Advance Wellbeing set out in Section 20 of the Local Government in Scotland Act 2003.

We collect and process this information to assess eligibility and provide support through the Future Works programme, as part of Perth and Kinross Council’s public task. Some information (such as health or support needs) is processed to ensure we can offer appropriate support to a client.

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

Yes – the form collects special category data, including information relating to health, disability, ethnicity and support needs, as well as data relating to criminal convictions (barriers to employment section). This information is processed to assess eligibility and ensure appropriate support can be provided as part of the Future Works programme.

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

This is lawful under the terms of Article 9(2)(g) of the UK General Data Protection Regulation “...processing is necessary for reasons of substantial public interest...”. In this case the relevant legislation is the Power to Advance Wellbeing set out in the Local Government in Scotland Act 2003.

Will this information be shared?

We will advise prospective employers whether you are eligible for funding, but we will not provide them with full details of why this is.

Your personal information will not be further 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 Future Works Client Eligibility Assessments will be retained for 5 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

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2 High Street

Perth

PH1 5PH

Email DataProtection@pkc.gov.uk

Telephone 01738 477933