

Stirling Council

Privacy Notice

Find out how Stirling Council uses personal data by checking the Council's website at the following address: <http://www.stirling.gov.uk/dataprotection>

Our website contains a Register of Data Processing which lists all the different ways in which the Council uses personal data.

This Privacy Notice provides more information about just one of those processes.

Title of Process	Access to information requests
Why does the Council process personal data?	<p>Personal data is processed in order to answer requests for information made under various Access to Information legislation, including Data Protection, Freedom of Information, Environmental Information Regulations, and Pupils Education Records Regulations.</p> <p>Personal data is collected for the purpose of corresponding with an applicant with regard to their request to access information (including reviews, complaints and appeals) and ensuring that the request can be processed (information located etc)..</p>
What personal data is used?	<p>Personal data about the applicants – Individuals (pupils, parents, clients, customers, students, staff) and employees of businesses, charities, journalists, solicitors.</p> <p>During the processing of requests – personal data about the Clients/Applicants relatives, friends, foster carers, adoptive parents, birth parents etc, is also processed (scanned, redacted, and provided). Name, Address (email or postal), Date of birth, Telephone number, Identifiers (Employee ID, PID etc., Personal circumstances, Financial information, Family circumstances, Third party personal data, Police information, Medical information, Adoption and fostering information, Health (physical or mental), Political opinions, Racial or ethnic origin, Religious or philosophical beliefs, Sexual life, Trade union membership.</p>

	Criminal convictions and offences.
What makes it lawful for the Council to process this personal data?	<i>We process this personal data in order to comply with our statutory obligations to answer requests for information made under the General Data Protection Regulation and Data Protection Act 2018, Freedom of Information (Scotland) Act 2002, Environmental Information (Scotland) Regulations 2004 and Pupils Educational Records Regulations.</i>
Where does the Council obtain personal data from?	FOI/DP - Submitted directly in writing (Letter, paper form, online form, email) SAR - From the data subject or the data subjects representative.
Where does the Council keep personal data?	Electronic – on the Council network. Paper – Records centre
How long does the Council keep personal data?	DP/FOI/EIR requests - 3 years from end of calendar year, then destroy Appeals – 10 years from outcome of appeal, then destroy
Who does the Council share personal data with?	The applicant, or anyone acting on behalf of an applicant. With regulatory authorities – Scottish Information Commissioner (OSIC) and Information Commissioner (ICO) – if a request goes to them for decision.
Who do I contact about my personal data?	The Council has a Data Protection Officer to make sure it is complying with data protection laws. The Council's Data Protection Officer is Kevin O'Kane, Audit Manager. He can be contacted at: Data Protection Officer, Stirling Council, Teith House, Kerse Road, Stirling FK7 7QA Email: dataprotection@stirling.gov.uk Telephone: 01786 404040