

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	Adult Assessment & Partnerships – research project
Why does the Council process personal data?	<p>The Council is undertaking research within the Rural North area of Stirling, looking at services provided to participants who are over the age of 65.</p> <p>Collection of consent forms takes place as part of the research project.</p>
What personal data is used?	<p>Personal data is about participants over 65 that live in the Rural North of Stirling. Some of the participants are service users (Reablement team, care agencies, third sector organisations).</p> <p>Participants' names and signatures are collected on consent forms. Any other information shared by participants – including age, address, personal stories and experiences – is anonymised</p> <p><u>“Special Category” Data</u> Health (physical or mental) – this information is processed, but it is anonymised.</p>
What makes it lawful for the Council to process this personal data?	We are processing personal data with the consent of the individual.
Where does the Council obtain personal data from?	The data is collected by Council employees face to face during the course of an interview with the data subject
Where does the Council keep personal data?	Consent forms are kept on paper in the office

How long does the Council keep personal data?	Personal data is retained for 2 years
Who does the Council share personal data with?	Personal data is not shared with anyone out with the Council
Who do I contact about my personal data?	<p>The Council has a Data Protection Officer to make sure it is complying with data protection laws.</p> <p>The Council's Data Protection Officer is Kevin O'Kane, Audit Manager.</p> <p>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</p>