

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 Learning and Employability
Why does the Council process personal data?	<p>Personal data is processed to provide a record of participants taking part in Adult Learning, Employability and Youth Employability programmes.</p> <p>The data is held to capture referral information, places in classes, class registers, initial service discussion, and action planning and review information, evaluation of participation in learning and employability support programmes.</p> <p>Personal data is held in systems for the purposes of registering participants in the service and tracking progression of participants through different programmes. The system also holds venue info, and details of programmes delivered over each term in the year.</p>
What personal data is used?	<p>Data subjects - Service users.</p> <p>Personal data processed - Name, address, date of birth, contact telephone numbers, emergency contact, initial discussion information, initial referral form where applicable, Individual learning plans, review information.</p> <p>Special category data processed - Genetic data, Health (physical or mental) and Racial or ethnic origin.</p> <p>Some data relating to criminal convictions and offences is processed.</p>

<p>What makes it lawful for the Council to process this personal data?</p>	<p>We process this personal data to perform a “public task” in the public interest. We rely on the consent of the individual to process some personal data.</p>
<p>Where does the Council obtain personal data from?</p>	<p>Data comes from individual participants and is gathered from staff through initial appointments. On occasions a family member of support worker will attend appointments with participants at which personal data will be shared. We will also receive some basic referral information from other services in the council and organisations out with the council. Individual participant information will build over their time in the service detailing progression info, ongoing review and planning and exit information.</p> <p>Other organisations will pass on initial contact details of participants. This is generally done through existing referral process and not through any formal information sharing agreement or contract</p>
<p>Where does the Council keep personal data?</p>	<p>Some paper records are required to be kept in order to comply with external contracts and funding requirements – e.g. Modern Apprenticeships, Employability Fund, European Social fund, Scottish Employers Recruitment Incentive, SQA, ASDAN.</p> <p>Data is also kept electronically in systems such as: PIES (Performance Information Evaluation system, a web based system managed by Netfocus), Hanlon, and Cognisoft IO.</p>
<p>How long does the Council keep personal data?</p>	<p>Until superseded or after six years.</p>
<p>Who does the Council share personal data with?</p>	<p>Some personal data may be shared with other agencies outwith the council. This is for the purposes of progression and further support for the service user and happens with the service user’s permission for another service to be contacted on their behalf.</p>
<p>Who do I contact about my personal data?</p>	<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:</p>

	<p>Data Protection Officer, Stirling Council, Teith House, Kerse Road, Stirling FK7 7QA Email: dataprotection@stirling.gov.uk Telephone: 01786 404040</p>
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