

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	Archive Service Users
Why does the Council process personal data?	Details of those using the Archives is processed to: <ul style="list-style-type: none">• Record those who have visited the Archives and their agreement with the terms and conditions upon which they view the archives.• Record what archives visitors have looked at so that we can trace anything that may have been damaged or gone missing.• Record those who have requested copies of archive items and their agreement to abide by copyright restrictions.• Record the details of remote users and what responses were sent to them.• Produce usage statistics.
What personal data is used?	Name, address, contact details (email, phone number) and area of research interest of Service Users of the Archives, both those visiting in person and remote users. On occasion the Service User may volunteer more personal data necessary to facilitate a search of the archive, such as date of birth, previous addresses etc. and similar personal data relating to relatives.
What makes it lawful for the Council to process this personal data?	We process this data to perform a "public task" in the public interest.

<p>Where does the Council obtain personal data from?</p>	<p>The data is submitted by the data subject when they send their enquiry letter/email or complete their registration form/copyright declaration form. Data relating to enquiries submitted by telephone is collected by Council employees at the Archives.</p> <p>Personal data relating to people submitting enquiries to the Planning, Building Standards, Housing and Cemeteries sections of the Council is passed by staff in those sections to the Archives in cases where the records being requested are held at the Archives.</p>
<p>Where does the Council keep personal data?</p>	<p>Registration, records order slips and enquiry forms are kept in hard copy in the archive repository.</p> <p>Copyright declaration forms are kept in hard copy in the Council Archivist's office.</p> <p>The enquiries spreadsheet is kept on the Archives shared drive on the Council's servers, only selected members of staff have access to this drive.</p>
<p>How long does the Council keep personal data?</p>	<p>1 year plus current year for paper files, permanently for the spreadsheet.</p> <p>1 year for emails received.</p>
<p>Who does the Council share personal data with?</p>	<p>The Council does not share this personal data with anyone external.</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: Data Protection Officer, Stirling Council, Teith House, Kerse Road, Stirling FK7 7QA Email: dataprotection@stirling.gov.uk Telephone: 01786 404040</p>