

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	Civic Office
Why does the Council process personal data?	Data is processed for the purposes of arranging various civic events and carrying out of civic business <ul style="list-style-type: none"> • Citizenship Ceremonies • 100th birthdays and Diamond Anniversaries • Provost's Awards • Provost's Charity of the Year • Civic Events • Requests for Civic Support (Civic fund money, civic hospitality, civic gifts etc) • Annual Nominations to attend Royal Garden Party • Provost's Christmas Card list • List of invitations to civic events hosted by the Provost/Council
What personal data is used?	Individuals who are taking part in a Citizenship Ceremony, celebrating a 100 th Birthday, Diamond Anniversary, candidate/recipient of a Provost's Award or an individual or group arranging an event or requesting civic support (in the form of civic fund money, hospitality or gifts). <u>Citizenship Ceremonies</u> Names, addresses, contact details, country of origin <u>100th birthdays and Diamond Anniversaries</u> Names, address, contact details, date of birth (for birthdays) or date of marriage (for anniversaries) <u>Provost's Awards</u> Name, address, contact details, certain biographical data, reason they are being nominated/receiving an award

	<p><u>Provost’s Charity of the Year</u> Name, address, contact details of individuals from those organisations wishing to be considered for Charity of the Year</p> <p><u>Misc. Civic Events</u> Name, address, contact details</p> <p><u>Requests for Civic Support (Civic fund money, civic hospitality, civic gifts etc)</u> Name, address, contact details, bank details (for paying contributions from the Civic Fund)</p> <p><u>Nominations to Royal Garden Party</u> Name, contact details and some biographical data</p> <p><u>Provost Christmas Card List and List of invitees to Civic Events hosted by the Provost/Council</u> Generally only name, address and contact details.</p> <p><u>“Special Category Data”</u> Racial or ethnic origin - country of origin is currently processed as part of information provided regarding Citizenship Ceremonies.</p>
<p>What makes it lawful for the Council to process this personal data?</p>	<p>We process this data to perform a “public task” in the public interest.</p>
<p>Where does the Council obtain personal data from?</p>	<p><u>Citizenship Ceremonies</u> Registrar’s office Data relating to Citizenship Ceremonies is passed to the Civic Office from the Registrar Service for the purpose of allowing the Civic Office to issue invitations to Councillors and Community Councillors to these Ceremonies. The data would have originally been processed by the Registrars for the undertaking of the Citizenship Process.</p> <p><u>100th birthdays and Diamond Anniversaries</u> Data subjects themselves or their friends or family (or care home)</p> <p><u>Provost’s Awards</u> Any member of the public wishing to nominate an individual or group for a Provost’s Award</p>

	<p><u>Provost's Charity of the Year</u> Any charitable organisation wishing to be considered for Provost's Charity of the year</p> <p><u>Civic Events</u> Individuals or groups running specific events</p> <p><u>Requests for Civic Support (Civic fund money, civic hospitality, civic gifts etc.)</u> Individuals or groups wishing to request Civic Support for specific events.</p> <p><u>Nominations to Royal Garden Party</u> The Provost (who would be asked to make nominations)</p> <p><u>Provost Christmas Card List and List of invitees to Civic Events hosted by the Provost/Council</u> The Provost</p> <p>Other than data received directly from those groups or organisations who get in touch to request Civic Support or for consideration for Provost's Charity of the Year, or for the arranging of general Civic Events, potentially only supplying personal data in relation to their own staff – names, contact details etc.</p>
<p>Where does the Council keep personal data?</p>	<p>In paper format, and in electronic format in email and on network drives.</p>
<p>How long does the Council keep personal data?</p>	<p>Paper files are stored securely and destroyed after 3 years.</p> <p>Data included in emails is regularly cleared out/deleted.</p>
<p>Who does the Council share personal data with?</p>	<p>The only data shared outwith the Council would be for Nominations for the Royal Garden Party (put forward by the Provost). This would be shared with the Protocol Office at the Scottish Government for the purposes of arranging the Garden Party. This data would only be shared with the knowledge and consent of those who agree to be put forward for nomination.</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>
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