

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	Career-Long Professional Learning (CLPL) for Teachers
Why does the Council process personal data?	Personal data is used to profile the Career-Long Professional Learning (CLPL) needs of teaching staff, in order to provide relevant and appropriate staff training, and to secure improvement in the capacity of staff in Stirling Council schools with a view to achieving the strategic priorities set out in the National Improvement Framework.
What personal data is used?	Personal data is processed about staff employed in Stirling Council educational establishments, and includes: staff names, employee number, post, employment status, FTE, and CLPL needs.
What makes it lawful for the Council to process this personal data?	<p>We process personal data as it is necessary in order to comply with a contract with the data subject – in this case, an employment contract.</p> <p>We also process personal data in order to comply with statutory obligations in this case, relating to registration of teachers and the General Teaching Council for Scotland (GTCS) Standards.</p>
Where does the Council obtain personal data from?	Employees themselves, training and development systems, Seemis, the General Teaching Council for Scotland (GTCS) and Scottish College for Educational Leadership (SCEL).
Where does the Council keep personal data?	In paper and electronic forms, within the Council network.

How long does the Council keep personal data?	Data Protection legislation requires that personal data is kept for no longer than is required for the purpose for which it was collected.
Who does the Council share personal data with?	The General Teaching Council for Scotland (GTCS) and Scottish College for Educational Leadership (SCEL)
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>