

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	Community Grant Applications
Why does the Council process personal data?	To process applications for the Community Grants Scheme/Community Pride Fund. To enable communication at various stages with the grant applicants about their applications, clarifying the application, notifying decision on application, and monitoring & evaluation at the end of the project.
What personal data is used?	Grant applicants. Name, address, email & telephone of main contact on application, bank account details for the organisation on whose behalf they are applying – account name, sort code, account number.
What makes it lawful for the Council to process this personal data?	We process this personal data as it is necessary for a “public task” we are performing in the public interest.
Where does the Council obtain personal data from?	Grant application forms are completed & submitted by the person/group whose information is being kept.
Where does the Council keep personal data?	In both paper and electronic format
How long does the Council keep personal data?	3 years in database, 6 year retention rule for grant applications because of the financial transaction involved, ie grant award to group.

Who does the Council share personal data with?	This data is not shared
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>