

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	Council Tax
Why does the Council process personal data?	<p>Local Taxation – Administration of Council Tax</p> <p>This information is held in order to bill householders Council Tax.</p>
What personal data is used?	<p>Name, address and bank details of any person who is liable to pay Council Tax. This could be the owner, tenant, sub tenant or resident of a property.</p> <p>If the householder is entitled to a discount or exemption further information is processed, relating to physical or mental health.</p> <p>Data relating to criminal convictions and offences is also processed when required.</p>
What makes it lawful for the Council to process this personal data?	<p>We process this data to comply with a legal obligation to collect tax.</p>
Where does the Council obtain personal data from?	<p>Central Scotland Assessors, customers, solicitors, landlords, estate agents, registrars, landlord registration</p> <p>Registrars data collected as person has deceased.</p> <p>Landlord Registration data is collected to ensure they are registered as landlord records are cross checked.</p> <p>Information is received from Central Scotland Assessors through a weekly interface file.</p> <p>Information from other agencies is received through many different channels, this can be verbally over the phone, e-mail, letter.</p>

Where does the Council keep personal data?	Data is kept in paper and electronic formats.
How long does the Council keep personal data?	Data protection legislation requires personal data to be kept no longer than necessary
Who does the Council share personal data with?	Police – in relation to prevention and detection of crime Other Local Authorities on request to ensure correct liabilities /discounts have been updated.
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>