

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	Creditors
Why does the Council process personal data?	To create providers, which can be companies or individuals who are due payment from Stirling Council, and to process accurate payments.
What personal data is used?	<p>Personal data is about companies or individual people who are due to be paid money from Stirling Council in relation to services provided or insurance claims.</p> <p><u>Personal Data Used</u> Name Full Postal Address Email address Telephone Numbers Bank Details VAT Registration Number Company Number as registered with Companies House</p> <p>Data relating to criminal convictions and offences is also processed.</p>
What makes it lawful for the Council to process this personal data?	We process this data to comply with a legal obligation.
Where does the Council obtain personal data from?	<p>All services provide information on who they want payments made to and creditors staff may follow this up by requesting information direct from the company or individual who are due to be paid.</p> <p>Personal data can also be passed from an external company or organisation but will have been the responsibility of the service who have advised that</p>

	<p>payment is due. Creditors following financial regulations will check that companies have bank accounts and ensure that the information is accurate.</p>
<p>Where does the Council keep personal data?</p>	<ul style="list-style-type: none"> • Spreadsheets stored within Corporate Services Shared Directory. • E-financials • Easybuy • Paper copies
<p>How long does the Council keep personal data?</p>	<p>Personal data is retained for 6 years from end of the relevant tax year</p>
<p>Who does the Council share personal data with?</p>	<p>Personal data is not shared with anyone out with the Council.</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>