

# 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.

<b>Title of Process</b>	<b>Depositors of Archive records</b>
<b>Why does the Council process personal data?</b>	Details of those depositing records with the Archives is processed to: <ul style="list-style-type: none"> <li>• Create a record of transfer of the ownership or custodianship of the records.</li> <li>• Establish a record of provenance for the records and record legal title to them.</li> <li>• Enable the depositor to be contacted in cases where permission is required to permit access by a researcher or when copies of or extracts from the records are to be published.</li> </ul>
<b>What personal data is used?</b>	Name, address, other contact details (email, phone number) of depositors of records with the Archives, either on a gift or long-term loan basis.
<b>What makes it lawful for the Council to process this personal data?</b>	We process this personal data as part of an agreement with the individual, and to help perform a "public task" in the public interest.
<b>Where does the Council obtain personal data from?</b>	The data is submitted by the data subject when they complete the deposit form.  Occasionally, records and the personal data of the depositor are transferred to the Archives after being handed-in to another section of the Council, for example, a Library branch or after being handed-in to an external organisation such as The Smith Museum, The National Records of Scotland or another archive.

<p><b>Where does the Council keep personal data?</b></p>	<p>Deposit and accession forms are kept in hard copy in the archive repository along with the accession register.</p>
<p><b>How long does the Council keep personal data?</b></p>	<p>All personal data relating to the depositors of records held at the Archives is held permanently.</p>
<p><b>Who does the Council share personal data with?</b></p>	<p>No one</p>
<p><b>Who do I contact about my personal data?</b></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: <a href="mailto:dataprotection@stirling.gov.uk">dataprotection@stirling.gov.uk</a>  Telephone: 01786 404040</p>