

# 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>Duke of Edinburgh's Award</b>
<b>Why does the Council process personal data?</b>	<p>The Council has a role in helping to administer the Duke of Edinburgh's Award, in particular the expedition section. Personal data is used to:</p> <ul style="list-style-type: none"> <li>• Enrol young people into the award</li> <li>• Approve expedition supervisors and helpers</li> <li>• Risk assess the health of all those involved in expeditions and share critical info with those who need to know</li> <li>• Approve expeditions in accordance with the Excursion Policy</li> </ul>
<b>What personal data is used?</b>	<p>Personal data is held about young people enrolled in the Duke of Edinburgh Award (aged 13-25), as well as adults who support the young people to do the Duke of Edinburgh Award.</p> <p>Young person's name, date of birth, address, gender, home phone number, mobile number, email address, next of kin name, contact number, and relationship to young person, details of disabilities, medical conditions, medication and treatment, permission for photos and videos, ethnicity, Health (physical or mental), Racial or ethnic origin.</p> <p>Leader's name, address, gender, contact phone numbers, email address, emergency contact details, medical conditions, medication and treatment, relevant training courses and qualifications, relevant experience, criminal self-declaration, Health (physical or mental), Racial or ethnic origin.</p>

<p><b>What makes it lawful for the Council to process this personal data?</b></p>	<p>Personal data is processed with the consent of the data subject. We process some personal data because it is necessary for a “public task” in the public interest, or to comply with statutory obligations (e.g. approving leaders and helpers).</p>
<p><b>Where does the Council obtain personal data from?</b></p>	<p>DofE enrolment form completed by young people and their parents (if under 16)  Consent form for young people and leaders  Expedition Supervisor Profile</p> <p>DofE is delivered by centres who work in partnership with us. These are community led groups (Balfron Award Group, McLaren Award Group, and Dunblane DofE Group), an independent school (Queen Victoria School), a church group (Cornton Baptist Church), an Open Centre led by Active Stirling, and a new centre coming on board – Stirling Carers Project.</p>
<p><b>Where does the Council keep personal data?</b></p>	<p>Data is held in both paper and in electronic format. Data held on Google Drive may be stored outwith the EEA.</p>
<p><b>How long does the Council keep personal data?</b></p>	<p>Data Protection legislation says that personal data should be kept for no longer than is necessary.</p>
<p><b>Who does the Council share personal data with?</b></p>	<p>Active Stirling and DofE Scotland receive information so they can provide feedback on the expedition plans.</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>