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	Doors Open Day
Why does the Council process personal data?	Doors Open day is a festival to celebrate Stirling's built heritage in the public interest. Contact details are held for various people who have involvement in the historic building or event that is proposed.
What personal data is used?	Name, Address, Email Address, Phone Number (Mobile and Landline) of the people who are involved with or are the contact for the building in question or the event being held.
What makes it lawful for the Council to process this personal data?	We process this personal data to perform a "public task" in the public interest.
Where does the Council obtain personal data from?	Data is provided by the contact person themselves or by a colleague who is passing the involvement in Doors Open Day to them. Contact details for specific buildings or events is sometimes passed on by Stirling City Heritage Trust.
Where does the Council keep personal data?	Email and paper copies
How long does the Council keep personal data?	Until contact details are superceded

Who does the Council share personal data with?	Occasionally if properties/people agree to team up and share an event, then personal data will be shared but only with agreement of all parties.
Who do I contact about my personal data?	The Council has a Data Protection Officer to make sure it is complying with data protection laws. The Council's Data Protection Officer is Kevin O'Kane, Audit Manager. 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