

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	Driver licence checks
Why does the Council process personal data?	There is a legal requirement to ensure all drivers of Council vehicles have the appropriate licence for the various classifications of vehicles
What personal data is used?	The personal data is about Stirling Council Employees <u>Personal Data Used</u> Name Address DOB Driving Licence Number. Personal data relating to criminal convictions and offences is also processed.
What makes it lawful for the Council to process this personal data?	We process this personal data to comply with statutory obligations including health and safety legislation.
Where does the Council obtain personal data from?	Employee supplies details from driving licence
Where does the Council keep personal data?	Personal data is held electronically within Fleet Management System

How long does the Council keep personal data?	Personal data is retained for the term of employment and 5 years beyond
Who does the Council share personal data with?	Personal data is not shared with anyone out with the Council
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>