

# 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	Information relating to Elected Members
<b>Why does the Council process personal data?</b>	The data is requested from Elected Members after they are first Elected (following a Local Government Election). Data is then used for various purposes, including for public information and publication of certain information as legally required.
<b>What personal data is used?</b>	<p>The personal data relates to the Elected Members of Stirling Council</p> <p><b><u>Personal Details</u></b> Name, address, contact details, marital status, number of children &amp; grandchildren, car registration number, national insurance number, employer name and address, statement as to whether they are in receipt of jobseekers allowance, employment and support allowance, taxable incapacity benefit, state or occupational pension, outstanding student loan info, bank details, next of kin name, address &amp; contact details, political group and position within that group, ethnic origin and information regarding any disability.</p> <p><b><u>Register of Interests</u></b> (The following is a legal requirement under the Ethical Standards in Public Life etc (Scotland) Act 2000, the (Register of Interests) Regulations 2003 and the Councillors Code of Conduct).</p> <ul style="list-style-type: none"> <li>- <b><u>Remuneration</u></b> - Details of all paid employment including employer (or whether self-employed), nature of business, nature of post held. Also details of any Directorship or whether Partner in a company</li> </ul>

or details of any other office/membership for which they are paid.

- **Related Undertakings** - Details of any unpaid directorships held where the company (or other undertaking) is a subsidiary of, parent of, or company in which they hold a paid directorship.
- **Contracts with the Authority** - Details of any contract in which they (or a firm in which they are a partner or director or have shares value in) have with Stirling Council for the supply of goods or services. Description of contract including its duration, but excluding the consideration.
- **Election Expenses** - Statement of any assistance towards election expenses received where the value of any single donation exceeds £50.
- **Houses, Land and Buildings** - Details of houses, land and buildings which they own or in which they have any other right or interest in, such as being a tenant (including a Council tenant).
- **Interest in Shares and Securities** Details of any shares comprised in the share capital of a company or other body where the nominal value is either greater than 1% of the issued share capital of the company or other body, or is greater than £25,000.
- **Gifts and Hospitality** Details of any gifts or hospitality received as an Elected Member (excluding isolated gifts of a trivial character – the value not exceeding £50, or normal hospitality associated with Elected Member duties which would be regarded as appropriate).
- **Non-Financial Interests** Details of any relevant interest such as membership or holding office in a public body, company, club, society or other organisation, including trade unions and voluntary organisations, which the public might reasonably think could influence their decision-making as an Elected Member.

#### **Salary & Expenses**

Elected Members are also paid salaries and expenses, details of which are published online for the current year (updated quarterly).

	<p><b>“Special Category” Data</b></p> <p>Health (physical or mental) information regarding any Disabilities is requested</p> <p>Political opinions information regarding which Political Group they represent is requested</p> <p>Racial or ethnic origin information regarding Ethnic Origin is requested</p> <p>Trade union membership information regarding Trade Union membership would be expected as part of disclosure of “Non-Financial Interests” for the Register of Interests info</p>
<p><b>What makes it lawful for the Council to process this personal data?</b></p>	<p>We process this personal data to enable us to comply with a statutory obligation. The information is legally required both for payroll/employment status purposes and also for disclosure of interests purposes (Ethical Standards in Public Life (Scotland) Act 2000, Register of Interests Regulations 2003 and the Councillors Code of Conduct.</p>
<p><b>Where does the Council obtain personal data from?</b></p>	<p>All data is provided directly by Elected Members on a number of forms which they are asked to complete immediately after being elected.</p>
<p><b>Where does the Council keep personal data?</b></p>	<p>Data is stored in paper and in electronic format on the council network</p>
<p><b>How long does the Council keep personal data?</b></p>	<p>The paper copies of personal data held by Democratic Services is destroyed once the individual is no longer an Elected Member</p> <p>Register of Interest data is stored for 10 years</p> <p>Salary &amp; Expenses data is currently stored for 6 years plus the current year</p>
<p><b>Who does the Council share personal data with?</b></p>	<p>Some data is made publically available through the Council website for transparency/information purposes (which is a Legal Obligation) – including name &amp; contact details, registered interest details, salary and expenses information.</p> <p>Other data is not shared with anyone else.</p>

**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](mailto:dataprotection@stirling.gov.uk)

Telephone: 01786 404040