

# 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>Emergency Planning</b>
<b>Why does the Council process personal data?</b>	<p>We process personal data to ensure we can carry out our responsibilities in relation to Emergency Planning. This includes:</p> <ul style="list-style-type: none"> <li>• Community Resilience Plans</li> <li>• Rest Centre Key holder Information</li> <li>• Incident Response Team Contact Details</li> <li>• Local Resilience Partnership Contact details</li> </ul>
<b>What personal data is used?</b>	<p>The personal data is about:</p> <ul style="list-style-type: none"> <li>• Community Resilience Teams</li> <li>• Multi Agency Emergency Partners</li> <li>• Incident Response Team</li> <li>• Local Resilience Partners</li> <li>• Rest Centre Premises Key holders</li> </ul> <p><b><u>Personal Data Used</u></b>  Names  Addresses  Email  Phone Numbers</p>
<b>What makes it lawful for the Council to process this personal data?</b>	<p>We are processing personal data necessary for us to carry put a “public task” in the public interest, and support our duties under The Civil Contingencies Act 2004</p>
<b>Where does the Council obtain personal data from?</b>	<p>Community Resilience Teams give data as part of their resilience plans.</p> <p>Incident Response Team give data as part of their role in IRT</p>

	<p>Local Resilience Partners provide contact details of all registered members.</p> <p>Rest Centre key holders give data as part of their role.</p> <p>Personal data can also be passed from a different organisation. The Civil Contingencies Act 2004 places a duty on Category 1 organisations such as the Council to share information.</p>
<b>Where does the Council keep personal data?</b>	Council Network Drive, Encrypted Sticks and Hard Copies
<b>How long does the Council keep personal data?</b>	Personal data is retained until it is no longer current.
<b>Who does the Council share personal data with?</b>	Personal data is not shared with anyone outwith the Council.
<b>Who do I contact about my personal data?</b>	<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>