

# 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>Employment</b>
<b>Why does the Council process personal data?</b>	Personal data is processed in order to manage the contract with an employee, including;  Contractual changes, fulfilling employees contractual requirements, absence recording and monitoring  Discipline and Grievance.  Referring conduct and performance issues to employment bodies eg: GTCS, SSSC.  Management information including statistics and financial information.  Organisational structure (select information only)  Emergency Contact Information  Health & Safety  Pension LGPS & SPPA  Ending contracts via settlement and voluntary severance
<b>What personal data is used?</b>	All employees:  Electronic and postal contact details Qualifications Work history References Ethnicity

	<p>Details which may apply to the Guaranteed Interview Scheme (disability, looked after child &amp; military)  Family already working for Stirling Council  Proof of legal right to work in the UK  Criminal declaration information  Fitness to work form ( health information)  NI details  Disclosure Scotland Information  Bank Details  Student Loan Information  Emergency Contact details: next of kin &amp; GP  Absence information, including absence reason  Discipline &amp; Grievance information  Secondary Employment</p> <p><u>Special Category Data</u>  Health (physical or mental)  Racial or ethnic origin  Religious or philosophical beliefs  Sexual life  Trade union membership</p> <p>Data relating to criminal convictions and offences</p>
<p><b>What makes it lawful for the Council to process this personal data?</b></p>	<p>We process this personal data because it is necessary for a contract with the data subject – in this case, an employment contract.</p>
<p><b>Where does the Council obtain personal data from?</b></p>	<p>Application form  Employee disclosure  Occupational Health  PVG/Disclosure Scotland  Professional Bodies eg: SSSC GTCS  Internal Managers  Pensions</p> <p>Line managers</p> <p>Personal data can also be passed to us from other organisations due to an Occupational Health contract or other disclosures led by legislation.</p>
<p><b>Where does the Council keep personal data?</b></p>	<p>iTrent – People Manager and ERIN Itrent is a hosted system held on secure data servers  Cyborg – for historical data only  Paper employee files  OHIO- Occupational Health System  Vantage Point  Health &amp; Safety database  Council network drives</p>

	Email system
<b>How long does the Council keep personal data?</b>	<p>There are different retention rules in place for different types of employee files.</p> <p>Standard files are retained for 7 years after the termination of the contract of employment.</p> <p>Where employees have worked with children or vulnerable adults, or have been subject to health surveillance, then retention rules are longer.</p>
<b>Who does the Council share personal data with?</b>	<p>External legal Pensions SPPA &amp; LGPS External Audit Occupational Health</p>
<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>