

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	European Single Procurement Document (ESPD)
Why does the Council process personal data?	<p>As part of the Procurement process, representatives from potential suppliers bidding for Council contracts are required to provide personal information, via the European Single Procurement Document (ESPD) or supplier questionnaire.</p> <p>The ESPD is a Scottish Government document required for Procurement exercises undertaken under the Public Contracts (Scotland) Regulations 2015.</p> <p>By gathering this information we are seeking background information about the bidder.</p>
What personal data is used?	<p>The data is about the persons “empowered to represent the bidder for the purposes of the procurement procedure” for which the company is bidding.</p> <p><u>Personal Data</u> Full Name Date of Birth Place of Birth Home and Business Address CV Information (professional experience and qualifications)</p> <p>Data relating to criminal convictions and offences may be processed for specific tender categories, for example a Police Scotland Serious & Organized Crime (SOC) Protocol Review is required.</p>

What makes it lawful for the Council to process this personal data?	We process this personal data to comply with our statutory obligations.
Where does the Council obtain personal data from?	The personal data is provided by the supplier who is bidding for a Council contract. Data is received direct from the supplier.
Where does the Council keep personal data?	The data is kept electronically on the council network.
How long does the Council keep personal data?	<p>Tender evaluation, negotiation and notification records - <u>Unsuccessful tenders</u>: Destroy 1 year after Award of Contract. Records relating to second and third choice contractors may be kept throughout contract to avoid re-tendering if successful contractor withdraws service.</p> <p>Tender evaluation, negotiation and notification records - <u>Successful tenders</u>: Destroy 5 years after end of Contract.</p>
Who does the Council share personal data with?	The Council shares personal data Police Scotland if required as part of the tender classification process as part of the Criminal Justice and Licensing (Scotland) Act 2010.
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>