

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	Garden Maintenance Scheme
Why does the Council process personal data?	Personal data is collected in order assess the applicant's eligibility for the Garden Maintenance Scheme, for contacting the applicant during the cutting season and to contact the applicant for any enquires or maintenance issues in order to carry out the scheme.
What personal data is used?	Title, Name, Date of Birth, Address, Contact Telephone number, Email address of the applicant. Where applicable personal data relating to the following are also collected: Disability Living Allowance receipt Personal Independence receipt Attendance Allowance receipt DS1500 (terminally ill) confirmation* Health status* *Special Category Data – Health (physical or mental)
What makes it lawful for the Council to process this personal data?	We are processing this data as part of our "public task". That is, processing is necessary for the performance of a task carried out in the public interest by the Council.
Where does the Council obtain personal data from?	From the applicant and from Housing Services.
Where does the Council keep personal data?	Paper applications are kept in the office. All details are logged onto a spreadsheet and stored on the Council network.

<p>How long does the Council keep personal data?</p>	<p>3 years (with the exception of medical information which is shredded after a decision on the application is made.)</p>
<p>Who does the Council share personal data with?</p>	<p>The Council does not share information with any other organisation.</p>
<p>Who do I contact about my personal data?</p>	<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>