

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.

<p>Title of Process</p>	<p>Hall Revenue Grants</p>
<p>Why does the Council process personal data?</p>	<p>To administer Hall Revenue Grants scheme to community managed and/or owned halls and centres</p> <p>Hall Committees apply on an annual basis for a Hall Revenue Grant. Along with information about the organisation's finances and costs, we ask that the committee provides details of the Treasurer and the main contact for booking their hall.</p> <p>The information is used to communicate about the application, monitoring and processing of payments.</p> <p>Permission is sought from the Hall to pass contact details to third parties who are looking to book their premises. If permission is not granted, we take the details of the booking enquiry and email it to the main contact.</p>
<p>What personal data is used?</p>	<p>Personal data is about the grant applicants namely the Treasurer and the main contact for the hall.</p> <p><u>Personal Data Used</u> Name Address Phone number Email address</p> <p><u>For the organisation</u> Bank Account details including Account name, account number and sort code</p>

What makes it lawful for the Council to process this personal data?	We process this data to perform a “public task” in the public interest.
Where does the Council obtain personal data from?	<p>A named person from the Hall Committee completes and submits an application form.</p> <p>Personal data is also passed from the applicant organisation via an application form.</p>
Where does the Council keep personal data?	In paper and electronic formats.
How long does the Council keep personal data?	Personal data updated annually on Database. Access Database holds last 3 years information on costs and grants awarded. Paper records archived annually and retained for 6 years.
Who does the Council share personal data with?	Organisations or members of the public sometimes contact the Community Engagement Team to ask about booking a community hall. If the hall has given permission, the main contact details would be given. If we do not have permission, we take the enquirers details and pass to the hall, or directing them to the Hall’s own website.
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>