

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	Health and Safety Management
Why does the Council process personal data?	<p>Personal data is processed because there are statutory requirements to collect, record and use personal data relating to the management of Health and Safety, mainly in Reporting to Government, Investigation and Health Surveillance</p> <p>Reports of accidents, incidents and near misses are required under Health & Safety at Work Act and other regulations. This information is also required for litigation purposes, and for Health Surveillance of staff as a legal requirement.</p>
What personal data is used?	<p>The personal data is about: Council staff in monitored occupations, injured parties, witnesses, staff undergoing Occupational Health therapies</p> <p><u>Personal Data Used</u> Name Date of Birth Addresses Marital Status Occupation Gender Training Courses Educational Records Previous Employment</p>
What makes it lawful for the Council to process this personal data?	<p>We process personal data as part of a contract with the data subject – in this case, an employment contract.</p> <p>We also process personal data necessary to comply with our statutory obligations.</p>

<p>Where does the Council obtain personal data from?</p>	<p>Data is obtained from: witness statements, accident/incident reports, HR records and training course records</p> <p>HR data is passed and was collected by that department for employment records</p> <p>Sometime external trainers pass information on persons as part of certification e.g. First Aid training</p>
<p>Where does the Council keep personal data?</p>	<p>Initially in paper forms, then digitised and stored on the Council network.</p>
<p>How long does the Council keep personal data?</p>	<p>Personal data is retained as per legal requirements varying from 3 years to 50 years and in some cases until the persons 75th Birthday.</p>
<p>Who does the Council share personal data with?</p>	<p>Personal data is only shared with regulatory organisations or legal representatives</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>