

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	Housing - annual return to Care Inspectorate
Why does the Council process personal data?	<p>The Council must complete an annual return to the Care Inspectorate giving details of the organisation's compliance with its requirements.</p> <p>As a provider of housing support, Stirling Council is required to register with the Care Inspectorate and comply with its requirements</p>
What personal data is used?	<p>Names, addresses, dates of birth, employment details of Housing staff.</p> <p>Personal data relating to criminal convictions and offences is processed.</p>
What makes it lawful for the Council to process this personal data?	<p>We process this personal data to comply with statutory requirements. As a provider of housing support, Stirling Council is required to register with the Care Inspectorate and comply with its requirements</p>
Where does the Council obtain personal data from?	<p>Details are provided by employees of the housing service</p>
Where does the Council keep personal data?	<p>Kept electronic format on the Council network</p>
How long does the Council keep personal data?	<p>Data Protection legislation says that personal data should not be kept longer than necessary.</p>

Who does the Council share personal data with?	This personal data is shared with the Care Inspectorate
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>