

# 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.

<b>Title of Process</b>	<b>Insurance Claims</b>
<b>Why does the Council process personal data?</b>	To process and gather information in relation to claims made against the council to allow appropriate investigations to proceed.
<b>What personal data is used?</b>	<p>Personal data can be about members of the public and also Stirling Council employees who process a claim against the Council.</p> <p><b><u>Personal Data Used</u></b>  Name  Address  DOB  Age  Nature of Claim  Medical Info.</p> <p><b><u>“Special Category” Data</u></b>  Health (physical or mental) - in some cases it is appropriate to process health info</p> <p>In some cases data relating to criminal convictions and offences is processed, if it relates to driving claims.</p>
<b>What makes it lawful for the Council to process this personal data?</b>	We process this personal data as it is necessary to comply with a statutory obligation.

<b>Where does the Council obtain personal data from?</b>	Personal data is received directly from claimants
<b>Where does the Council keep personal data?</b>	In paper format, and in electronic format on shared drives and databases
<b>How long does the Council keep personal data?</b>	For claims relating to children, personal data is retained for 25 years and any other claims, personal data is retained for 6 years.
<b>Who does the Council share personal data with?</b>	<p>Other agencies who carry out investigations</p> <p>Other organisations which carry out work on behalf of the Council, for example in handling claims:</p> <ul style="list-style-type: none"> <li>• Gallagher Bassett</li> <li>• AON Brokers</li> <li>• Sterling Claims</li> </ul>
<b>Who do I contact about my personal data?</b>	<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: <a href="mailto:dataprotection@stirling.gov.uk">dataprotection@stirling.gov.uk</a>  Telephone: 01786 404040</p>