

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	Library Membership
Why does the Council process personal data?	To enable access to and borrowing of library resources, such as books, multi-media, pcs etc. and to record statistics of use, how often the service is used and provide basic demographic information.
What personal data is used?	The personal data is about members of the public of all ages, including children. <u>Personal Data</u> Name Address Date of Birth Telephone Number(s) Email Address Guarantor Name Contact Details for Children under 16
What makes it lawful for the Council to process this personal data?	We need to process this personal data to perform "public task" in the public interest.
Where does the Council obtain personal data from?	Personal data is submitted by applicants in person via a library application form. Personal data is also obtained via the registrars service Every Child a Library Member(a Scottish Government initiative) means registrars ask new parents about joining their child and if the parents agree, they submit personal details to us via the 'Tell us Once' system.

<p>Where does the Council keep personal data?</p>	<p>Paper application form is retained for 6 months from joining, then destroyed.</p> <p>Data is also stored electronically on the council network and on our hosted system.</p>
<p>How long does the Council keep personal data?</p>	<p>Data is kept until termination of membership. Paper records are kept for 6 months.</p>
<p>Who does the Council share personal data with?</p>	<p>Personal data is not shared</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>