

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	Licensing or Registration – Other legislation
Why does the Council process personal data?	Personal data is collected in order to process licence or registration of Petroleum Storage, Explosives Storage, Feed and Food Hygiene, Animal Licensing Cooling Tower Register
What personal data is used?	The data subjects are businesses i.e. sole traders, partnerships and limited companies. Personal Data: Name Home address Position in business Business name & address Telephone number – landline/mobile Email address Qualifications Data relating to criminal convictions and offences: We may ask data subjects to declare criminal convictions. This is part of the vetting process to ensure they are a fit and proper person.
What makes it lawful for the Council to process this personal data?	We are processing personal data to enable us to comply with a statutory obligation. In this case, the Council is the licensing/registration authority.
Where does the Council obtain personal data from?	Personal data is submitted direct by data subject in the application form. Regulatory services may also receive the personal data via Civic Licensing.

<p>Where does the Council keep personal data?</p>	<p>Data is stored: in paper form in notebooks and files, in electronic format in the Civica APP or UNIFORM system, shared folders on the Council network, or in an access database.</p>
<p>How long does the Council keep personal data?</p>	<p>Data Protection laws require that personal data is kept for no longer than is necessary for the purpose for which it was collected.</p>
<p>Who does the Council share personal data with?</p>	<p>Explosives & Petroleum information would be shared with Police Scotland and the Fire Brigade.</p> <p>Animal Licensing information may be shared with a vet.</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>