

# 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>Non Domestic rates</b>
<b>Why does the Council process personal data?</b>	This data is collected to allow us to update a Non Domestic Rates liability and to bill businesses rates.
<b>What personal data is used?</b>	<p>Any businesses who are liable to pay Non Domestic Rates. This could be the owner, landlord tenant, sole trader, representative for the business.</p> <p>Company name and address. Name, address, bank details</p> <p>No other personal information is required. However, if the business is entitled to a discount or exemption further information is processed relating to physical or mental health.</p>
<b>What makes it lawful for the Council to process this personal data?</b>	We have a statutory obligation to process this information.
<b>Where does the Council obtain personal data from?</b>	<p>Central Scotland Assessors, customers, solicitors, landlords, estate agents</p> <p>Information is received from Central Scotland Assessors through a weekly interface file.</p> <p>Information from other agencies is received through many different channels, this can be verbally over the phone, e-mail, letter.</p>

<b>Where does the Council keep personal data?</b>	In paper and electronic format.
<b>How long does the Council keep personal data?</b>	Data Protection legislation requires personal data to be kept no longer than necessary.
<b>Who does the Council share personal data with?</b>	<p>Police – criminal activities</p> <p>Other Local Authorities on request to ensure correct liabilities /discounts have been updated.</p>
<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>