

# 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>Personal data breach investigations</b>
<b>Why does the Council process personal data?</b>	<p>The Council is required to investigate breaches and potential breaches of data protection legislation.</p> <p>Personal data is processed in order to conduct the information incident investigation.</p> <p>Collected for correspondence purposes. Shared for investigation purposes. Stored and destroyed according to retention schedule.</p>
<b>What personal data is used?</b>	<p>Personal data may relate to the person reporting the data breach.</p> <p>Investigation of the breach may involve processing any personal data already held by the Council in relation to its services.</p>
<b>What makes it lawful for the Council to process this personal data?</b>	<p>We process this personal data to comply with a statutory obligation. In this case, Data Protection legislation requires us to investigate personal data breaches and, if necessary, report them to the Information Commissioner.</p>
<b>Where does the Council obtain personal data from?</b>	<p>We may be notified about an information incident by an external party or by an employee of Stirling Council. The notifier will supply their own personal data. The investigation will involve personal data already held by the organisation.</p>
<b>Where does the Council keep personal data?</b>	<p>Electronic - Shared drive (excel spreadsheets, correspondence folders), Outlook Paper – Records centre</p>

<b>How long does the Council keep personal data?</b>	Information Compliance general records - 3 years from end of calendar year, then destroy
<b>Who does the Council share personal data with?</b>	We may need to share personal data with the Information Commissioner if the breach is reportable.
<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>