

# 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>Planning Enforcement Case Investigation</b>
<b>Why does the Council process personal data?</b>	<p>The data is processed to respond to the planning enforcement enquiries and to update complainants with information/progress on their enquiry.</p> <p>In terms of the complaint subject the data is processed to allow for the timeous progression of the enforcement case. Information on complaint subject is a requirement if formal action is to be taken.</p>
<b>What personal data is used?</b>	Complainants, Subjects of Complaints, Agents, Applicants Community Councils (Members). Name, Address, Email Address, Phone Number (Mobile and Landline).
<b>What makes it lawful for the Council to process this personal data?</b>	We process this personal data to comply with a statutory obligation and to perform a "public task" in the public interest - Town and Country Planning (Scotland) Act 1997 as amended, Town And Country Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997, Planning etc. (Scotland) Act 2006
<b>Where does the Council obtain personal data from?</b>	<p>Collected from letters, planning enforcement enquiry investigations forms (through council website), emails, telephone calls, meetings, site inspections.</p> <p>Enquiries can straddle various services/teams as such, data is passed, where appropriate, from service to service. Data is initially collected for the purpose of enquiry investigation and may for resolution purposes require the input of the planning enforcement team to complete and/or assist with resolution.</p>

<p><b>Where does the Council keep personal data?</b></p>	<p>In paper format, and in electronic format on the council network and in databases.</p>
<p><b>How long does the Council keep personal data?</b></p>	<p>Enforcement case files are kept for 5 years from end of calendar year. Enforcement registers are kept for 20 years from end of calendar year.</p>
<p><b>Who does the Council share personal data with?</b></p>	<p>The Council does not share this data</p>
<p><b>Who do I contact about my personal data?</b></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: <a href="mailto:dataprotection@stirling.gov.uk">dataprotection@stirling.gov.uk</a>  Telephone: 01786 404040</p>