

# 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>Council Property and infrastructure projects - enquiries</b>
<b>Why does the Council process personal data?</b>	<p>Personal data is processed when enquiries are received from the public into the use or management of Stirling Council properties and infrastructure projects</p> <p>Individuals enquire about the use of Council property either for themselves or as an interested party.</p> <p>Personal data will be collected in the preparation of the response and/or the referral for a property let or tenancy agreement. They may also ask about the progress, impacts or benefits of property use development projects.</p> <p>Enquiries are received from members of the public, external bodies and other clients seeking details as to ownership or responsibility for various land and property assets.</p>
<b>What personal data is used?</b>	Name, email, address, telephone number of the data subjects (the person or organisation who have sought the specific information).
<b>What makes it lawful for the Council to process this personal data?</b>	We are processing personal data as a "public task" in the public interest. Some personal data may be processed in order to create a contract with the data subject.
<b>Where does the Council obtain personal data from?</b>	The data is supplied by the individual as part of their enquiry. It may be passed on from another part of the Council as part of the original enquiry.

<p><b>Where does the Council keep personal data?</b></p>	<p>In paper format, as well as electronic data held in Excel spreadsheets, Word documents and emails on the council network, and in asset management systems.</p>
<p><b>How long does the Council keep personal data?</b></p>	<p>Data Protection legislation requires personal data to be kept no longer than is necessary for the purpose for which it was collected.</p>
<p><b>Who does the Council share personal data with?</b></p>	<p>This data is not shared.</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>