

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	Property & Contracts
Why does the Council process personal data?	Personal data is process in furtherance of the performance of contractual obligations or of potential contractual obligations
What personal data is used?	<p>The personal data is about: Potential purchasers, tenants, landlords, borrowers, contracting parties generally</p> <p><u>Personal Data</u> Name Address Financial details</p> <p><u>Rarely, could involve (list not restrictive)</u> Physical & mental health details Family circumstances Employment details School and pupil records Criminal convictions, allegations of a criminal nature involvement with Police or criminal justice Parental rights and responsibilities Family compositions Social work reports</p> <p><u>“Special Category Data (rarely processed and matter specific)</u> Biometric data Genetic data Health (physical or mental) Political opinions</p>

	<p>Racial or ethnic origin Religious or philosophical beliefs Sexual life Trade union membership</p> <p>Data relating to criminal convictions and offences is rarely processed, and would be matter specific. However, it could also include: Experian or Money Laundering or other background checks through authorised agencies.</p>
<p>What makes it lawful for the Council to process this personal data?</p>	<p>We are processing personal data in performance of contractual obligations or of potential contractual obligation</p>
<p>Where does the Council obtain personal data from?</p>	<p>Personal data can be:</p> <ul style="list-style-type: none"> • Provided by the Service • Disclosed by data subjects or their legal agents as part of the process • Obtained by carrying out standard legal searches • Disclosed by external government agencies • Disclosed by partners – e.g. other local authorities/police <p>Personal data is typically collected by Service or elsewhere and sent to us internally</p> <p>Property ownership details from rates/council tax data Council house purchases require disclosure of financial information in relation to subsisting tenancies Details of planning or building control applications</p> <p>In most cases any personal data would not have been collected for the sole or main reason of use in legal proceedings and/or the provision of legal advice but will have been collected in consideration of the wider statutory role. To give appropriate legal advice it may however be necessary to fully process information available to SC</p> <p>In most cases any personal data would not have been collected for the sole or main reason of use in legal proceedings and/or the provision of legal advice but will have been collected in consideration of the wider statutory role. To give appropriate legal advice it may however be necessary to fully process information available to SC</p>

	<p>Disclosed as a result of necessary searches</p> <p>Personal Data can also be disclosed to SC by legal agents acting on behalf of data subjects</p>
Where does the Council keep personal data?	In paper format, and in electronic format on the council network.
How long does the Council keep personal data?	<p>Data Protection laws require personal data to be kept no longer than is necessary.</p> <p>Depending on the type of legal advice, different retention rules apply.</p>
Who does the Council share personal data with?	<ul style="list-style-type: none"> • Legal representatives of the data subjects • Government agencies – eg Land Register of Scotland, HMRC • Approved searchers for purpose of property searches • Partner agencies • External legal firms acting for Stirling Council <p>Some property and contract work may be outsourced, meaning that an external legal firm is appointed to deal with the matter, instead of the Council's own legal services. In such circumstances both legal services and the instructing client service may send personal data to that firm to enable them to advise and represent the Council. A letter of engagement would typically be entered into at the point of the external instruction. The Council has a 'framework' of external firms which it may call upon for that purpose. Those firms if instructed would be fulfilling the same role as legal services in furthering a statutory function.</p>
Who do I contact about my personal data?	<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>

