

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	Leasing out of Council Owned Land and Property
Why does the Council process personal data?	To allow the lease agreement to be negotiated and prepared, the payment details to be arranged and to facilitate future communications between the tenant and the Council as their Landlord.
What personal data is used?	Individuals or Organisations - Name, address, telephone numbers, email address, bank account details, credit checks, credit references.
What makes it lawful for the Council to process this personal data?	We process this personal data in preparation for a contract with the data subject.
Where does the Council obtain personal data from?	Supplied by the individual or organisation. Contact details may be passed from the Economic Development team in order to facilitate the setting up of leases or other agreements connected with business use of Council-owned premises.
Where does the Council keep personal data?	In both paper and electronic format (on the network drive, as well as asset management systems).
How long does the Council keep personal data?	Data protection legislation says that personal data should be kept for no longer than is required for the purpose for which it was collected.
Who does the Council share personal data with?	This data is not shared.

Who do I contact about my personal data?

The Council has a Data Protection Officer to make sure it is complying with data protection laws.

The Council's Data Protection Officer is Kevin O'Kane, Audit Manager.

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