

# 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>Sale of Council-owned land and property assets</b>
<b>Why does the Council process personal data?</b>	<p>The normal sale process involves the invitation of offers for the property to be sold and personal data is collected at this stage from all interested parties who have submitted bids.</p> <p>This data is used to select a preferred bidder, after which the personal data of the successful party is used to put in place the sale of the property.</p> <p>Personal data for the unsuccessful parties is retained in hard copy format within a paper property case file for audit purposes.</p>
<b>What personal data is used?</b>	<p>Individuals or Organisations.</p> <p>Name, address, telephone numbers, email address, occasionally bank account details, credit checks and credit references.</p>
<b>What makes it lawful for the Council to process this personal data?</b>	<p>We process this personal data as it is necessary to enable a contract to be put in place with the data subject.</p>
<b>Where does the Council obtain personal data from?</b>	<p>Supplied by the individual or organisation.</p> <p>Initial bids to purchase an asset are usually received by Legal Services who then pass on the data to Estates and Commercial Property to decide on the preferred bidder.</p>
<b>Where does the Council keep personal data?</b>	<p>Paper or electronic format. Electronic data is held on the council network as well as within the corporate asset management systems.</p>

<p><b>How long does the Council keep personal data?</b></p>	<p>The information on the purchaser of a property is held in perpetuity to allow full tracking of the lifecycle of Council land and property assets. Publicly accessed records held at Registers of Scotland are searchable by owner, making this information useful in tracking assets in future. There is no current procedure for removal and disposal of this information from the paper file.</p>
<p><b>Who does the Council share personal data with?</b></p>	<p><i>This data is not shared.</i></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>