

# 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>Recruitment process</b>
<b>Why does the Council process personal data?</b>	<p>Personal data is processed during the recruitment process to fill all vacancies (full time, part time, supply, temporary and permanent) created within Stirling Council.</p> <p>Some data is used to provide statistical returns.</p>
<b>What personal data is used?</b>	<p><u>All Applicants:</u>          Electronic and postal contact details          Qualifications          Work history          References          Ethnicity          Details which may apply to the Guaranteed Interview Scheme (disability, looked after child &amp; military)          Family already working for Stirling Council          Proof of legal right to work in the UK          Criminal declaration information</p> <p><u>Only successful applications:</u>          Fitness to work form ( health information)          National Insurance details          Disclosure Scotland Information          Bank Details          Student Loan Information          Emergency Contact details: next of kin &amp; GP</p> <p><u>Special Category Data</u>          Health (physical or mental)          Political opinions (for politically restricted posts)          Racial or ethnic origin          Religious or philosophical beliefs</p>

	<p>Sexual life</p> <p>Data relating to criminal convictions and offences</p>
<b>What makes it lawful for the Council to process this personal data?</b>	<p>Personal data is processed in preparation for a contract with the data subject</p> <p>Some personal data is processed in order to comply with statutory obligations in relation to vetting of staff</p>
<b>Where does the Council obtain personal data from?</b>	<p>Application form</p> <p>Referees</p> <p>Occupational Health</p> <p>PVG/Disclosure Scotland</p> <p>Professional Bodies</p>
<b>Where does the Council keep personal data?</b>	<p>Stored electronically stored on Talentlink system as well as paper application forms</p> <p>Unsuccessful applicant information kept within office.</p>
<b>How long does the Council keep personal data?</b>	<p>Unsuccessful hard copy applications retained for 6 months.</p> <p>Electronic applications are stored on Talentlink for up to 7 years.</p>
<b>Who does the Council share personal data with?</b>	<p>Personal data relating to recruitment to some teaching positions may be shared with Community Council and Parent Council panel members.</p>
<b>Who do I contact about my personal data?</b>	<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>