

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	Regulatory Service – Interventions
<p>Why does the Council process personal data?</p>	<p>Visits to business premises are undertaken to inspect & ensure compliance with legislation, discuss service requests received and/or provide business advice.</p> <p>Data is collected from businesses to ensure that if enforcement action is required, this is taken against the correct individual/business name.</p> <p>Data is also used to ensure that premises database within Civica APP or UNIFORM is up to date.</p>
<p>What personal data is used?</p>	<p>The data subjects are businesses i.e. sole traders, partnerships, limited companies in the local council area.</p> <p><u>General</u> Name Position in business Business name & address Telephone number – landline/mobile Email address of</p> <p><u>In certain instances we may also record</u> Date of Birth Place of Birth Home address</p>
<p>What makes it lawful for the Council to process this personal data?</p>	<p>We are processing personal data in order to comply with a statutory obligation.</p>

<p>Where does the Council obtain personal data from?</p>	<p>The personal data is submitted direct by a data subject in person, by email, letter or telephone.</p>
<p>Where does the Council keep personal data?</p>	<p>Data is stored: in paper format in notebooks, Trader Notification Books and files, in electronic form on the Civica APP or UNIFORM System, emails, and shared drives.</p>
<p>How long does the Council keep personal data?</p>	<p>Data Protection laws say that personal data should be kept no longer than required for the purpose for which it was collected.</p>
<p>Who does the Council share personal data with?</p>	<p>Personal data may be shared with another local authority or enforcer if they are engaged in an investigation.</p>
<p>Who do I contact about my personal data?</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: dataprotection@stirling.gov.uk Telephone: 01786 404040</p>