

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	Investigation of breaches of legislation enforced
Why does the Council process personal data?	Personal data is processed during an investigation of a potential breach of legislation enforced. The investigation could result in a report to the Procurator Fiscal.
What personal data is used?	<p>Data subjects:</p> <ul style="list-style-type: none"> • Businesses i.e. sole traders, partnerships, limited companies in the local area or businesses who have contracted with consumers in the local area within the EU. • Private individuals. <p>Personal data:</p> <p>Name Date of Birth Place of Birth Home address Occupation Position in business Other persons associated with the business Business name & address Telephone number – landline/mobile Email address Vehicle registration Financial information and records Telephone records</p> <p>Data relating to criminal convictions and offences is processed.</p>

What makes it lawful for the Council to process this personal data?	We process personal data in order to comply with a statutory obligation.
Where does the Council obtain personal data from?	<p>Personal data is submitted direct by data subject in person, by email, letter or telephone.</p> <p>It can also be obtained through the investigative process i.e. from NAFN, Companies House, domain name registration search, from Memex via a Local Intelligence Liaison Officer within the Trading Standards Team, from Registers of Scotland.</p>
Where does the Council keep personal data?	Data is stored: in paper format in notebooks, Trader Notification Books, and electronic format on the Civica APP or UNIFORM system, in emails and on council network drives.
How long does the Council keep personal data?	Data Protection legislation states 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?	Personal data may be shared with another local authority Trading Standards Service or enforcer if they are engaged in an investigation.
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>