

# 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>Safer Communities Investigations</b>
<b>Why does the Council process personal data?</b>	The Council processes personal data to verify the identity of individuals questioned about various offences the Safer Communities team is responsible for investigating, including: fly-tipping, littering, abandoned vehicles, Anti-social behaviour, domestic noise complaints, dog fouling, and pest control.
<b>What personal data is used?</b>	Name, address, DoB, vehicle registration marks, and other information relating to the complaints.  "Special category" data: Health (physical or mental) Racial or ethnic origin Sexual life  Data relating to criminal convictions and offences is processed.
<b>What makes it lawful for the Council to process this personal data?</b>	We process personal data necessary in order to comply with our duties to investigate statutory offences.
<b>Where does the Council obtain personal data from?</b>	Witnesses, members of the public, alleged perpetrators and Police Scotland.  In some cases, personal data is passed from a different part of the Council.

<p><b>Where does the Council keep personal data?</b></p>	<p>Officers notebooks, witness statements, system notes, incident diaries and emails.</p>
<p><b>How long does the Council keep personal data?</b></p>	<p>Data Protection laws say that personal data can only be kept as long as is necessary for the purpose for which it was collected.</p>
<p><b>Who does the Council share personal data with?</b></p>	<p>Information in relation to prevention and detection of crime may be shared with Police Scotland under the terms of Service Level Agreement.</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>