

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	Scottish Cities Alliance – Contacts
Why does the Council process personal data?	<p>Stirling Council operates a CRM (Customer Relationship Management) on behalf of the other organisations in the Scottish Cities Alliance (SCA), which records interaction and engagement between the SCA partners and businesses and individuals.</p> <p>Personal data is processed to manage interactions, and to provide reports on the impact of the SCA.</p>
What personal data is used?	<p>Individual contacts in relevant business and organisations, and individuals as sole practitioners or freelancers (Contact details – address, email, telephone number.)</p> <p>Record of interactions - attendance at events, correspondence with SCA partners etc.</p>
What makes it lawful for the Council to process this personal data?	<p>We process this personal data to help perform a “public task” in the public interest.</p>
Where does the Council obtain personal data from?	<p>Contact details provided by people attending events e.g. business cards, event bookings</p> <p>Interactions can be logged by other members of the Scottish Cities Alliance.</p>
Where does the Council keep personal data?	<p>Information is kept within CRM Suite provide by Sales Agility – a hosted system with data held on cloud services.</p>

<p>How long does the Council keep personal data?</p>	<p>Mailings can be stopped on opt out by individual.</p> <p>However, record of interactions needs to be kept for the current life of the project which is expected to be until April 2022.</p>
<p>Who does the Council share personal data with?</p>	<p>Details of all interactions are shared with members of Scottish Cities Alliance.</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>