

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	Scheme of Establishment for Community Councils
<p>Why does the Council process personal data?</p>	<p>The scheme of establishment for Community Councils is set up under Local Government Act. Every 3 or 4 years (dependent on other elections) citizens are asked to form community councils across the Council area. Citizens must submit a nomination form (with a proposer and a seconder) and meet criteria to be eligible for consideration.</p> <p>The nominations are used to check eligibility in terms of age and residence. This is checked against electoral register. The forms and checks are undertaken by the Governance Team.</p> <p>Details are then used to communicate either with all community councillors, the office bearers or named contact.</p>
<p>What personal data is used?</p>	<p>Personal data is about Citizens wishing to become Community Councillors.</p> <p><u>Personal Data Used</u> Name Address Phone Number Email address</p>
<p>What makes it lawful for the Council to process this personal data?</p>	<p>We process personal data necessary to help us comply with a legal obligation.</p>

<p>Where does the Council obtain personal data from?</p>	<p>Personal data obtained directly from the applicants</p> <p>The Governance Team deal with the formal nomination and checking process then pass the details of community councillors to the Community Engagement Team to manage the daily operations of the Community Councils.</p>
<p>Where does the Council keep personal data?</p>	<p>Council website has names and addresses of all Community Councillors and also who the office bearers are for each Community Council.</p> <p>Data is kept electronically on the Council network and in email.</p>
<p>How long does the Council keep personal data?</p>	<p>For the duration of the Community Councillor's tenure, normally 3 to 4 years. If Community Councillor resigns, personal data removed from all records immediately.</p>
<p>Who does the Council share personal data with?</p>	<p>If other public sector bodies wish to communicate with Community Councils, then the communication is sent out from the Community Engagement Team.</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>