

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	Street Naming and Addressing
Why does the Council process personal data?	The data is processed to create new addresses or make changes to existing addresses.
What personal data is used?	<p>The data is about applicants who apply for a new or changed address and the (email addresses only of) organisations who are consulted on this:</p> <p>Royal Mail, Assessors Office, Fire & Rescue, Police, Ambulance service, General Register Office, Environmental Services (Roads and Waste)</p> <p>Name, Address, Email Address, Phone Number (Mobile and Landline).</p>
What makes it lawful for the Council to process this personal data?	We process this data as it is necessary to comply with a legal obligation – Civic Government (Scotland) Act 1982
Where does the Council obtain personal data from?	Applicants and consultees provide their data directly to the relevant service within the Council
Where does the Council keep personal data?	In paper and electronic formats
How long does the Council keep personal data?	Data Protection legislation requires personal data to be kept for no longer than is necessary.

Who does the Council share personal data with?	Royal Mail, Assessors Office, Fire & Rescue, Police, Ambulance service, General Register Office – to consult them on new addresses/change of address
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>