

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	Student Placements
Why does the Council process personal data?	<p>Administration of Student Placements for students who are undertaking an accredited course who require to complete a student placement as part of the programme.</p> <p>The data is processed to enable Organisational Development & Change to provide external students with placement opportunities within Stirling Council to undertake work-based learning to enhance their learning and contribute to their learning and education.</p>
What personal data is used?	<p>External Students: Name, Home Address, Telephone Number, Mobile Telephone Number, SSSC Registration Number, SSSC renewal date, PVG check date, University email address, Date of Birth, Gender, Ethnic Origin, Disability.</p> <p>Special Category Data: Racial or ethnic origin – of external students</p> <p>Data relating to criminal convictions and offences - PVG status (External Students)</p> <p>Practice Educators and Link Workers: Name, Organisation, Work Address, Work Telephone Number, Email Address, Post Title.</p>
What makes it lawful for the Council to process this personal data?	<p>We process this personal data to fulfil a “public task” in the public interest – it is necessary for administration of a placement arrangement subject to regulation e.g. SSSC, Care Inspectorate</p>

Where does the Council obtain personal data from?	<p>External Students: Information is taken from student profile form, provided by an educational institution.</p> <p>Practice Educators: Information is taken from practice educator profile form, provided by the data subject.</p> <p>Link Workers: Information is taken from link worker profile form, provided by the data subject.</p>
Where does the Council keep personal data?	Stored on network drive Vantage Point – Hosted by Learning Pool
How long does the Council keep personal data?	External Student: Deleted when ratified Practice Educator: When superseded Link Worker: When superseded
Who does the Council share personal data with?	Practice Educator/Link Worker information is shared with the educational establishment, to inform educational establishment of Practice Educator/Link Worker's personal details and experience.
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>