

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	Support to Community Organisations
<p>Why does the Council process personal data?</p>	<p>We may provide support to Community Organisations, including time from a staff member, access to training opportunities or access to information.</p> <p>The data is processed because we provide community development support to community organisations either at their meetings or in sub group settings. It is often the case that we will provide one to one support to an office bearer to fulfil their duties.</p> <p>Regular informal/formal communication with groups and individuals takes place to progress priorities the groups have identified. The Team also sends out a monthly bulletin to all groups which offers information on Council developments, consultations, funding and training.</p>
<p>What personal data is used?</p>	<p>The personal data is about members of the community who are involved in community groups.</p> <p><u>Personal Data Used</u> Name Address Email Telephone number</p>
<p>What makes it lawful for the Council to process this personal data?</p>	<p>We process this personal data to enable us to perform a “public task” carried out in the public interest.</p>

Where does the Council obtain personal data from?	The personal data comes from the data subject.
Where does the Council keep personal data?	Personal data is held in the Community Contacts database on the Council network.
How long does the Council keep personal data?	Personal data is only kept as long as necessary and is updated annually
Who does the Council share personal data with?	Personal data is not shared with anyone outwith the Council.
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>