

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	Training records and Personal Development Plans
Why does the Council process personal data?	<p>The data is processed to enable Organisation Development & Change to:</p> <ul style="list-style-type: none"> • Analyse what training is required for staff • Highlight areas for development within services • Book staff to attend / undertake training activities • Issue confirmation details to staff and line managers • Produce attendee register • Report on training activity in relation to: <ul style="list-style-type: none"> ▶ individual training records ▶ statutory training requirements ▶ mandatory training requirements ▶ training waiting lists ▶ completion of training ▶ cancellation of training ▶ non-attendance at training (did not attend) ▶ non-completion of training
What personal data is used?	Employee Name, Employee Number, Post Title, Team, Service and special category data - Health (physical or mental).
What makes it lawful for the Council to process this personal data?	<p>We process personal data necessary to enable fulfilment of employment contract via training and learning</p> <p>We also process personal data to comply with statutory obligations. Health & Safety at Work regulations to ensure staff are trained to undertake their job competently and safely. Certain posts are regulated by Accredited Authorities in UK such as the SSSC, Care Inspectorate, HIS.</p>

<p>Where does the Council obtain personal data from?</p>	<p>Data is collected by various methods:</p> <ul style="list-style-type: none"> • Data is provided HR service via reports • Data is submitted directly by data subject by email or in telephone conversation. • Data is submitted directly by data subject through completion of PDP paper form or electronic form on Vantage Point. • Data is collected by council employees in course of email or telephone conversation with data subject's line manager • From data collected for employment purposes.
<p>Where does the Council keep personal data?</p>	<p>Data: Attendance Lists Format: Paper Location: Office</p> <p>Data: Training Records (Historical data) Format: Electronic – Access Database Location: Stored on network drive</p> <p>Data: Training Records Personal Development Plan Format: Electronic Location: Vantage Point - Hosted by Learning Pool</p> <p>Data: Personal Development Plan Format: Electronic (PDF File) Location: Stored on network drive</p> <p>Data: Training Records Personal Development Plan Format: Electronic (Spreadsheet) Location: Stored on network drive</p>
<p>How long does the Council keep personal data?</p>	<p>Employees working with vulnerable adults / children Retain records to employee age 70 years from DOB</p> <p>Other Employees Retain records for 7 years from date of termination of employment</p> <p>Reporting 5 years date after action completed</p> <p>Workforce Planning Trigger: Date of last action. Period: 5 years</p>
<p>Who does the Council share personal data with?</p>	<p>No-one</p>

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>
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