

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	Provision of training to external participants
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"> • Book external participant to attend / undertake training activities • Issue confirmation details to external participant • Produce attendee register • Report on training activity in relation to: <ul style="list-style-type: none"> ▶ completion of training ▶ cancellation of training
What personal data is used?	Name, Post Title, Team, Organisation, Email Address of external participants.
What makes it lawful for the Council to process this personal data?	We process personal data to fulfil a contract.
Where does the Council obtain personal data from?	<p>Data is collected by various methods:</p> <ul style="list-style-type: none"> • Data is submitted directly by data subject by email or in telephone conversation. • Data is submitted by external participant's employers by email or telephone conversation. <p>External Participants can be from a wide range of organisations across Forth Valley.</p>

<p>Where does the Council keep personal data?</p>	<p>Data: Attendance Lists Format: Paper Location: Office</p> <p>Data: Training Records Format: Electronic - Spreadsheets Location: Stored on network drive</p>
<p>How long does the Council keep personal data?</p>	<ul style="list-style-type: none"> • Reporting Trigger: Date after action completed. Period: 5 years
<p>Who does the Council share personal data with?</p>	<p>In some instances, the training being provided is multi-agency. On those occasions if we are the lead we report back to the multi-agency organisations on level of attendance.</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>