

# 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.

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| <b>Title of Process</b>  | <b>Tree Works</b>   |
| <b>Why does the Council process personal data?</b>                         | <p>Personal data is processed to deal with</p> <ul style="list-style-type: none"> <li>• High Hedge applications</li> <li>• Tree Works application forms for work relating to Tree Preservation Orders (TPOs) and Conservation Areas</li> <li>• General enquiries about trees</li> </ul> |
| <b>What personal data is used?</b>   | <p>Residential property owners/ Agents<br/>Occasional commercial property owners/ Neighbours<br/>Name, address, telephone number (mobile/land line), e-mail address</p>   |
| <b>What makes it lawful for the Council to process this personal data?</b> | <p>We process this personal data as it is necessary to comply with statutory obligations, and to perform a "public task" in the public interest.</p>  |
| <b>Where does the Council obtain personal data from?</b>                   | <p>Data collected from telephone enquiry, e-mail enquiry or letter.</p> <p>Application forms for Tree Work Applications and High Hedge Notices provide personal data.</p> <p>We occasionally liaise with other council departments.</p>   |
| <b>Where does the Council keep personal data?</b>                          | <p>In paper and electronic formats on the council network and in databases.</p>   |

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| <b>How long does the Council keep personal data?</b>  | Data Protection legislation requires personal data to be kept for no longer than is necessary.  |
| <b>Who does the Council share personal data with?</b> | We do not share this data   |
| <b>Who do I contact about my personal data?</b>       | <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:<br/>Data Protection Officer, Stirling Council, Teith House,<br/>Kerse Road, Stirling FK7 7QA<br/>Email: <a href="mailto:dataprotection@stirling.gov.uk">dataprotection@stirling.gov.uk</a><br/>Telephone: 01786 404040</p> |