

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	Young Scot – National Entitlement Card (NEC)
Why does the Council process personal data?	To process young people's data from SEEMIS or provided to us on a National Entitlement Card (NEC) /Young Scot application and transfer details onto a national system.
What personal data is used?	Personal data about young people aged 11-25 years old, including: Name D.O.B Address Photo ID Data Protection agreement to sign up to the NEC/Young Scot card national wide scheme in Scotland.
What makes it lawful for the Council to process this personal data?	We process this personal data as it is necessary for a "public task" carried out in the public interest.
Where does the Council obtain personal data from?	From the National Entitlement Young Scot Card application form direct from applicant, or from extra data from SEEMIS which young people are required to check and sign (or under 12 a guardian or parent). Data is then collated on an online account which the improvement service and Scottish government control.
Where does the Council keep personal data?	Data in paper format is stored for 2 years for PASS purposes and destroyed every 2 years.

	Electronic data is stored within the online CMS system Scotland wide.
How long does the Council keep personal data?	2 years
Who does the Council share personal data with?	No one
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>