

# Stirling Council

## Privacy Notice

Find out how Stirling Council uses personal data by checking the Council's website at the following address:

<https://www.stirling.gov.uk/council-democracy/access-to-information/data-protection/>

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.

<b>Title of Process</b>	<b>Public Health Incident Investigations</b>
<b>Why does the Council process personal data?</b>	<p>To permit investigation of cases of infectious disease or ill health which will involve contacting the case or other person(s) who may have been in contact with the case or source of ill health.</p> <p>Personal data is recorded to allow the source of illness to be investigated by the appropriate local authority(ies).</p>
<b>What personal data is used?</b>	<p>The data subjects are people who may have become ill after eating or staying at a business in the local area. These are residents within the local council area or consumers from out-with the area who have eaten or stayed at a local business.</p> <p>This also includes residents of the local area who may have become ill whilst staying abroad.</p> <p>The data subjects may also be persons exposed to</p> <ul style="list-style-type: none"> <li>• environmental hazards,</li> <li>• or living or working near to a commercial premises operating a particular type of plant or process.</li> </ul> <p>Data subject can also be proxy contacts who are contacts of the case in our area who have given authority for a family member to act on their behalf.</p> <p><u>Personal Data</u>  Name  Address  Telephone number – landline / mobile</p>

	<p>Email address Date of birth Details as above of family members, friends and associates with close personal contact to the case</p> <p><u>“Special Category” data</u> Health (physical or mental) Racial or ethnic origin</p>
<b>What makes it lawful for the Council to process this personal data?</b>	<p>GDPR Article (6)(e) - processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.</p> <p>We have a statutory requirement to investigate sources of infectious disease in order to prevent spread or other sources of ill-health.</p>
<b>Where does the Council obtain personal data from?</b>	<p>Submitted directly by data subjects via interview or telephone conversation but may also be by letter or email or by proxy contact on behalf of data subject.</p> <p>Personal data normally originates from Forth Valley or other Health Board and is subject to a data sharing agreement. Data is provided by local Health Board to further investigation.</p>
<b>Where does the Council keep personal data?</b>	<p>Data is stored on the Uniform system. Data is also stored in paper format and on the council network.</p>
<b>How long does the Council keep personal data?</b>	<p>We will not keep your information for any longer than it is needed, and will dispose of both paper and electronic records in a secure way. The length of time we need to keep information will depend on the purpose for which it is collected. The Council has a Record Retention Schedule which sets out how long we keep records and the reason why.</p>
<b>Who does the Council share personal data with?</b>	<p>Personal data is passed to Forth Valley or other Health Board in order to facilitate investigation and prevent the spread of ill-health.</p> <p>Data may also be transferred to another Local Authority or Agency if it is more appropriate for them to deal with the incident.</p>

**Who do I contact about my personal data?**

The Council has a Data Protection Officer to make sure it is complying with data protection laws.

They can be contacted at:  
Data Protection Officer, Stirling Council, Teith House,  
Kerse Road, Stirling FK7 7QA  
Email: [dataprotection@stirling.gov.uk](mailto:dataprotection@stirling.gov.uk)  
Telephone: 01786 404040