

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.

Title of Process	Reporting to Procurator Fiscal
Why does the Council process personal data?	Personal data collected to ensure that enforcement action is taken against the correct individual/business. Data also used to ensure that premises database within Civica APP and UNIFORM is up to date.
What personal data is used?	<p>The data subjects are:</p> <ul style="list-style-type: none"> • Businesses i.e. sole traders, partnerships, limited companies. • Private individuals • Witnesses /victims <p>Personal Data:</p> <ul style="list-style-type: none"> • Name • Date of Birth • Place of Birth • Home address • Occupation • Position in business • Other persons associated with the business • Business name & address • Telephone number – landline/mobile • Email address • Vehicle registration • Financial records and accounts • Telephone records – landline and mobile • Social media information • Data collected from third party selling or auction site i.e. Gumtree, eBay

	Data relating to criminal convictions and offences is also processed.
What makes it lawful for the Council to process this personal data?	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.
Where does the Council obtain personal data from?	<p>Personal data is submitted direct by data subject in person, by email, letter or telephone.</p> <p>It is also obtained through the investigative process i.e. NAFN, Companies House, domain name registration search, from Memex via a Local Intelligence Liaison Officer within Trading Standards Team, and Registers of Scotland.</p>
Where does the Council keep personal data?	<p>Data is stored: in paper format in Officer's notebook, Trader Notification Books, Fixed Penalty Notice Books and in electronic format in the Civica APP or UNIFORM system, emails and network drives.</p> <p>Reports are submitted via the Sraweb portal.</p>
How long does the Council keep personal data?	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.
Who does the Council share personal data with?	Personal data may be shared with another local authority or enforcer if they are engaged in an investigation.
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>They 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>