

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.

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| Title of Process | Coronavirus (COVID-19) Business Support |
| Why does the Council process personal data? | <p>You are giving us your personal information to allow us to determine whether your business is eligible to receive funding from the Coronavirus (COVID-19) Restrictions Fund and to administer that funding to your business.</p> <p>We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records. This local authority is administering the Scottish Government Coronavirus Business Support Fund.</p> |
| What personal data is used? | <p>When we are handling your request, we will let you know what types of information we are asking for. These data fields are listed on our online application forms.</p> <p>For example, this includes; your name; your contact details, business details and additional information that relates to your request.</p> <p>We also need to process more sensitive personal information about you in order to meet our legal obligations in relation to employment, social security and social protection law.</p> |
| What makes it lawful for the Council to process this personal data? | <p>GDPR Article 6(e) Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.</p> |

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| | <p>If you do not provide us with the information we have asked for then we will not be able to provide this service to you.</p> |
| <p>Where does the Council obtain personal data from?</p> | <p>We will obtain personal data from your application form. This will be taken from the information you have provided or data sharing with other internal systems (i.e. Non Domestic Rates system)</p> |
| <p>Where does the Council keep personal data?</p> | <p>Your personal data is stored on a secure system which can only be accessed by limited Stirling Council employees in order to process your application.</p> |
| <p>How long does the Council keep personal data?</p> | <p>Time period is set out in the law, but in most cases, it is based on the business need. We maintain a records retention and disposal schedule which sets out how long we hold different types of information for.</p> |
| <p>Who does the Council share personal data with?</p> | <p>We are legally obliged to safeguard public funds, so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes.</p> <p>We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate.</p> <p>Information will be shared with the Scottish Government to help improve support to local businesses.</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>Contact details for the Data Protection Officer are,</p> <p>Data Protection Officer, Stirling Council, Teith House, Kerse Road, Stirling FK7 7QA Email: dataprotection@stirling.gov.uk Telephone: 01786 404040</p> |