

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	Questionnaires
<p>Why does the Council process personal data?</p>	<p>Categories of personal data are processed as part of Survey feedback to help Stirling Council better understand the demographic of those that have responded e.g. differences in opinion between older and younger age groups or from rural areas compared with urban areas.</p> <p>Information is also requested to invite individuals to be part of the consultation process and to be kept up to date on this and others similar initiatives that may be of interest to them.</p>
<p>What personal data is used?</p>	<p>Questionnaires typically ask for:</p> <ul style="list-style-type: none"> • Your sex – (optional) • Your age-group – e.g. 16-24, 65+ (optional) • Area you live – most commonly Community Council area • This information, together with any free format answers may allow individuals to be identified by Stirling Council. Any data published will be anonymised prior to release. <p>Where there is an invite to take part in further consultation, to be kept up to date, and enter into a prize draws, we may additionally ask for;</p> <ul style="list-style-type: none"> • Name • Address • Telephone number • Email address

<p>What makes it lawful for the Council to process this personal data?</p>	<p>UK GDPR Article 6 (1)(a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes.</p>
<p>Where does the Council obtain personal data from?</p>	<p>This data is provided by the user when they undertake the survey.</p>
<p>Where does the Council keep personal data?</p>	<p>Information about where data is held by the survey hosting platform can be found on their privacy Notice here: https://help.surveymonkey.com/articles/en_US/kb/SurveyMonkey-Data-Transfers-and-EU-Laws?bc=Your_Data</p> <p>Any personal data extracted will be held on Stirling Council secure servers.</p>
<p>How long does the Council keep personal data?</p>	<p>Any identifiable data held on Survey Monkey will be removed within 2 years. The deleted data is permanently removed from their system within 60 days.</p> <p>Paper copies of the questionnaire will be kept by Stirling Council for 6 months.</p>
<p>Who does the Council share personal data with?</p>	<p>We will never sell or rent your personal data to other service providers. For the purposes of internal reporting, all personal data will be anonymised.</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>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>