

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 | Employment – Raploch URC & Stirling Community Enterprise |
| Why does the Council process personal data? | <p>Personal data is processed in order to manage the contract with an employee, specifically in relation to Stirling Council employees that are managed by Stirling Community Enterprise within Raploch URC.</p> <p>This includes;</p> <ul style="list-style-type: none"> • Contractual changes, fulfilling employees contractual requirements, • Organisational structure (select information only) • Emergency Contact Information • Health & Safety • Communication regarding emergency situations, such as adverse weather warning. • Pension LGPS |
| What personal data is used? | <p>Telephone & mobile numbers Email address Home or correspondence address Qualifications Ethnicity Proof of legal right to work in the UK</p> <p>Fitness to work form (health information) NI details Disclosure Scotland Information Emergency Contact details: next of kin & GP Absence information, including absence reason Discipline & Grievance information Secondary Employment</p> |

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| | <p><u>Special Category Data</u> Health (physical or mental) Racial or ethnic origin Religious or philosophical beliefs</p> <p>During COVID-19, we may capture additional health data relating to your COVID-Age to help support your return to work.</p> |
| <p>What makes it lawful for the Council to process this personal data?</p> | <p>GDPR Article 6 (1)(b)'Contract' due to the contractual duties required to fulfil Stirling Community Enterprise's obligations to manage Stirling Council staff within Raploch URC.</p> <p>GDPR Article 9(2)(b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.</p> |
| <p>Where does the Council obtain personal data from?</p> | <ul style="list-style-type: none"> • Occupational Health • PVG/Disclosure Scotland • Pensions • Line managers • Personal data can also be passed to us from other organisations due to an Occupational Health contract or other disclosures led by legislation. |
| <p>Where does the Council keep personal data?</p> | <ul style="list-style-type: none"> • iTrent – People Manager and ERIN Itrent is a hosted system held on secure data servers • Cyborg – for historical data only • Paper employee files held within Stirling Council • OHIO- Occupational Health System • My Lo • Health & Safety database • Council network drives • Email system |
| <p>How long does the Council keep personal data?</p> | <p>There are different retention rules in place for different types of employee files.</p> <p>Standard files are retained for 7 years after the termination of the contract of employment. Where employees have worked with children or vulnerable adults, or have been subject to health surveillance, then retention rules are longer.</p> |

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| | <p>Data captured as part of COVID-19 will be kept only as long as required to support staff during this period.</p> |
| <p>Who does the Council share personal data with?</p> | <ul style="list-style-type: none"> • For those employees managed by Stirling Community Enterprise, the data stated within this notice will be shared with them. • External legal • Pensions SPPA & LGPS • External Audit • Occupational Health • Gateway shared Services which includes Work IT, Plan IT & CPD Manager • Contact details shared between ERIN to Vantage Point <p>Personal email address or personal mobile numbers on Erin will be used for booking and attendance of course, qualification, professional registration. As well as creation and maintain an account in our online Learning Portal. Details will be shared to complete the annual employee survey and used in the event to communicate emergency situations.</p> <p>Details may be shared with third party retail suppliers for office equipment at home.</p> <p>We are also legally obliged to share certain data with other public bodies, such as DWP, HMRC & Police and will do so where the law requires this. We will also generally comply with requests from specific information from other regulatory and law enforcement bodies where this is necessary and appropriate.</p> <p>During COVID-19, data relating to your COVID-Age may be shared with your line manager, Health & Safety Team or Occupational Health.</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> |