

# 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>European Single Procurement Document (ESPD)</b>
<b>Why does the Council process personal data?</b>	<p>As part of the Procurement process, representatives from potential suppliers bidding for Council contracts are required to provide personal information, via the European Single Procurement Document (ESPD) or supplier questionnaire.</p> <p>The ESPD is a Scottish Government document required for Procurement exercises undertaken under the Public Contracts (Scotland) Regulations 2015.</p> <p>By gathering this information we are seeking background information about the bidder.</p>
<b>What personal data is used?</b>	<p>The data is about the persons "empowered to represent the bidder for the purposes of the procurement procedure" for which the company is bidding.</p> <p><b><u>Personal Data</u></b> Full Name Date of Birth Place of Birth Home and Business Address CV Information (professional experience and qualifications)</p> <p>Data relating to criminal convictions and offences may be processed for specific tender categories, for example a Police Scotland Serious &amp; Organized Crime (SOC) Protocol Review is required.</p>

<p><b>What makes it lawful for the Council to process this personal data?</b></p>	<p>We process this personal data to comply with our statutory obligations.</p>
<p><b>Where does the Council obtain personal data from?</b></p>	<p>The personal data is provided by the supplier who is bidding for a Council contract. Data is received direct from the supplier.</p>
<p><b>Where does the Council keep personal data?</b></p>	<p>The data is kept electronically on the council network.</p>
<p><b>How long does the Council keep personal data?</b></p>	<p>Tender evaluation, negotiation and notification records - <u>Unsuccessful tenders</u>:  Destroy 1 year after Award of Contract. Records relating to second and third choice contractors may be kept throughout contract to avoid re-tendering if successful contractor withdraws service.</p> <p>Tender evaluation, negotiation and notification records - <u>Successful tenders</u>:  Destroy 5 years after end of Contract.</p>
<p><b>Who does the Council share personal data with?</b></p>	<p>The Council shares personal data Police Scotland if required as part of the tender classification process as part of the Criminal Justice and Licensing (Scotland) Act 2010.</p>
<p><b>Who do I contact about my personal data?</b></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: <a href="mailto:dataprotection@stirling.gov.uk">dataprotection@stirling.gov.uk</a>  Telephone: 01786 404040</p>