

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	Care Experience Flexible Fund Application Forms
Why does the Council process personal data?	As part of Stirling Council's approach, some of the government funding will be identified as a 'Flexible Fund' that will be open to applications from professionals, young people, and families in the Stirling area to tender for finance to support projects or resources aimed at improving outcome for care experience children and young people.
What personal data is used?	<p>Personal Data that is provided on the Application Form will be used. This includes:</p> <ul style="list-style-type: none"> • Name • DOB • Address • Contact number and/or email • Name of Referee • Contact details of a referee • Care Status <p>Additional personal data as part of the feedback process may include, with consent:</p> <ul style="list-style-type: none"> • Audio recording • Video • Photo • Social Media posts
What makes it lawful for the Council to process this personal data?	<p>Personal data is processed with the consent of the data subject.</p> <p>We process this personal data to enable us to perform a "public task" carried out in the public interest.</p>

Where does the Council obtain personal data from?	Flexible Fund Application Forms & Feedback forms.
Where does the Council keep personal data?	Paper copies of the forms will be stored in a locked filing cabinet and marked confidential. Electronic copies of the forms will be stored on the ASN and Wellbeing Server.
How long does the Council keep personal data?	2 years
Who does the Council share personal data with?	<p>The Flexible Fund Panel members and ASN and Wellbeing Team Leader in Stirling Council.</p> <p>The panel is made up of Stirling Council employees and one representative from NHS Forth Valley.</p> <p>Information on care status will be used to provide information in an evaluation report to Stirling Council and the Scottish Government about who is accessing the fund and how Stirling Council is using the PEF/LAC money allocated by the government.</p> <p>Care status information is reported anonymously in the evaluation process.</p>
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>