

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	Residents Parking
Why does the Council process personal data?	Personal data is processed to ensure residents are issued with a residents permit for the correct zone at their address.
What personal data is used?	<p>Personal data relating to the registered keepers of vehicles for the purpose of issuing a residents permit or season ticket.</p> <p><u>Personal Data</u></p> <ul style="list-style-type: none"> • Name • Address • DOB • Telephone Number • Email Address • Car registration Number • DVLA V5 form • Address identification e.g. Utility Bill or Bank Statement. • Student ID
What makes it lawful for the Council to process this personal data?	The Council is processing personal data necessary for statutory obligations under the Road Traffic (Permitted Parking Area and Special Parking Area) (Stirling Council) Designation Order 2017

<p>Where does the Council obtain personal data from?</p>	<p>Data requested and supplied by the person requesting a residents permit or season ticket.</p>
<p>Where does the Council keep personal data?</p>	<p>Personal data relating to registered permit holders and season ticket holders is kept on the councils servers.</p>
<p>How long does the Council keep personal data?</p>	<p>The Driver & Vehicle Licensing Agency (DVLA) require a retention period of 2 years for audit purposes.</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) from 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 from specific information from other regulatory and law enforcement bodies where this is necessary and appropriate.</p> <p>Your information is also analysed internally to help us improve our service. This is covered in our Fraud Privacy Statement.</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>