

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 | Student Placements |
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| Why does the Council process personal data? | <p>Administration of Student Placements for students who are undertaking an accredited course who require to complete a student placement as part of the programme.</p> <p>The data is processed to enable Organisational Development & Change to provide external students with placement opportunities within Stirling Council to undertake work-based learning to enhance their learning and contribute to their learning and education.</p> |
| What personal data is used? | <p>External Students: Name, Home Address, Telephone Number, Mobile Telephone Number, SSSC Registration Number, SSSC renewal date, PVG check date, University email address, Date of Birth, Gender, Ethnic Origin, Disability.</p> <p>Special Category Data: Racial or ethnic origin – of external students</p> <p>Data relating to criminal convictions and offences - PVG status (External Students)</p> <p>Practice Educators and Link Workers: Name, Organisation, Work Address, Work Telephone Number, Email Address, Post Title.</p> |
| What makes it lawful for the Council to | We process this personal data to fulfil a “public task” in the public interest – it is necessary for administration of |

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| <p>process this personal data?</p> | <p>a placement arrangement subject to regulation e.g. SSSC, Care Inspectorate</p> |
| <p>Where does the Council obtain personal data from?</p> | <p>External Students: Information is taken from student profile form, provided by an educational institution.</p> <p>Practice Educators: Information is taken from practice educator profile form, provided by the data subject.</p> <p>Link Workers: Information is taken from link worker profile form, provided by the data subject.</p> |
| <p>Where does the Council keep personal data?</p> | <p>Stored on network drive Vantage Point – Hosted by Learning Pool</p> |
| <p>How long does the Council keep personal data?</p> | <p>External Student: Deleted when ratified Practice Educator: When superseded Link Worker: When superseded</p> |
| <p>Who does the Council share personal data with?</p> | <p>Practice Educator/Link Worker information is shared with the educational establishment, to inform educational establishment of Practice Educator/Link Worker's personal details and experience.</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> |