

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	Decision Making
Why does the Council process personal data?	<p>The data is processed to allow decision-making to take place at Council, Committee and Panel meetings. Data will therefore be used for purposes of preparing reports & appendices as part of agenda papers for different types of meetings.</p> <p>The Local Government (Scotland) Act 1973 contains provisions which govern local authority meetings and which extend to committee meetings.</p> <p>Meetings are open to the public (<i>except to the extent that they are excluded to whole or part of the proceedings on the grounds of confidentiality</i>) and are managed in accordance with the Act.</p>
What personal data is used?	<ul style="list-style-type: none"> • Residents of the Stirling Council area wishing to submit a petition, or applying to join one of the pools appointed by the Citizenship Appointments Panel, or applying for Common Good Fund monies; • Employees of Stirling Council; • Candidates applying for Chief Executive/Director Posts; • Chief Officials of Stirling Council; • Parents of Children/Young People attending a Stirling Council school and the Children/Young People themselves; • Applicants, Agents and Objectors for/to Planning Applications; • Applicants/holders of various Civic Licences; • Applicants/holders of Alcohol, Premises or Gambling Licences;

- Social Services service-users;
- External individuals applying/nominated for appointment to certain posts/roles (non-employment) and to sit on specific groups/meetings arranged by Democratic Services;
- Officers of Police Scotland and Scottish Fire & Rescue Service.

All

Name, address & contact details

Appeals Panel / Grievance & Discipline Panel (Chief Officials

Employment details of Council employees including details of incidents which have led to that individual being subject to disciplinary / grievance process.

Appointments Panel / Citizenship Appointments Panel / Provost Panel (for MAKAR appointment) / Full Council Meeting (for certain external appointments)

Standard recruitment data – names, address, contact details, biographical data (work history, skills, knowledge & experience etc).

Parental Appeals Panel

Name, address & contact details of a parent, also details (name and address) of child/young person involved in the appeal, including school details and potentially class/group details, also potentially details of behaviour of child/young person leading to an exclusion from the school (if applicable).

Planning & Regulation Panel

Potentially date of birth details and previous convictions/offences in addition to name, address details, specifically in relation to suspended licence holders (taxi drivers, window cleaners etc) – DOB and details of previous convictions/offences would be provided in a report provided by Police Scotland (where applicable).

Local Review Body

Names and addresses of applicants and objectors in relation to Planning applications.

Social Work Complaints Review Panel

Name, address, contact details of the service-user (which could potentially be a child/young person), including potentially sensitive data regarding their health

	<p>issues – i.e. type of support/involvement provided by Social Services.</p> <p><u>“Special Category” Data</u> <u>Health (physical and mental) - for Social Work</u> Complaints Review Panel also for Planning & Regulation Panel in relation to ‘Blue Badge’ appeals.</p> <p><u>Criminal Convictions and Offences</u> Information relating to convictions and offences may be included in Police Scotland reports provided for the Planning & Regulation Panel in relation to suspended licence holders.</p> <p>Audio and video data may also be captured during meetings.</p>
<p>What makes it lawful for the Council to process this personal data?</p>	<p>We process personal data in order to comply with our statutory obligations.</p> <p>Some personal data is processed because it is necessary for a “public task” which is being carried out in the public interest.</p>
<p>Where does the Council obtain personal data from?</p>	<p>We will collect information in paper and online forms, by telephone, email, audio & video recordings of Council and Executive meetings and in conversation with a member of our staff. We will also collect information from one or more of our partner agencies.</p> <p><u>Petitions</u> Principal petitioner</p> <p><u>Appeals Panel / Grievance & Discipline Panel (Chief Officials)</u> HR and the appellant themselves Data supplied from HR would have originally been processed for the initial disciplinary/grievance process at Service level</p> <p><u>Appointments Panel</u> HR HR are responsible for managing the recruitment application process</p> <p><u>Citizenship Appointments Panel</u> Applicant themselves</p> <p><u>Parental Appeals Panel</u> Appellants (parents and/or children & young people themselves) and the Education Service.</p>

Data supplied from Education would initially be processed in terms of general record-keeping of school roll information and also specifically for the processing of placing request applications or around an initial exclusion process in a school

Pre-Determination Hearing Committee / Planning & Regulation Panel (Planning Items) / Local Review Body

Planning department and/or applicant/agent directly
Data supplied by Planning would originally be processed for the processing and determination of the Planning Application

Planning & Regulation Panel (Regulation Items) / Licensing Board

Licensing Team
The Licensing Team are responsible for running the licensing application process

Provost's Panel

Members of the public/community groups applying for Common Good Fund Monies or for individuals applying for the position of Stirling MAKAR

Social Work Complaints Review Panel

Complainant, and from Social Services
Data supplied by Social Services would have been processed for initially dealing with the complaint at Service level

Full Council meeting

Citizenship Appointments Panel, Provost Panel or Social Work Complaints Review Panel, applicants themselves or forwarded on from relevant Service. Potentially data for certain other external appointments approved by Council would be forwarded on from relevant Service, originally processed for purpose of seeking suitable nomination for that post/role.

Working Groups/Meetings with External Reps

Another Council Service, data subjects themselves
Data will have been originally processed by the other Services specifically to identify suitable representatives to sit on these groups or meetings.

Public Safety Committee

Police Scotland and Scottish Fire & Rescue Service

	Data regarding Officers of Police Scotland and Scottish Fire & Rescue Service – potentially name, rank/position, contact phone number/email address.
Where does the Council keep personal data?	<p>All data will be stored in a combination of:-</p> <ul style="list-style-type: none"> • paper copies • electronic copies saved on the council network • emails contained in sent/received items, within staff email accounts; • videos and recordings will be saved on the Stirling Council public website and on the Council network • also on the Public website on the public agendas/minutes pages (for data used within Committee reports). This may include publication of meetings that have been recorded.
How long does the Council keep personal data?	<p>We keep your information as long as required by law or by our business requirements.</p> <p>Generally, paperwork for all Committee/Panel meetings are retained for 6 years.</p> <p>Retention of decision making paperwork is governed by the Local Government (Access to Information) Act 1985, with retention period of 6 years beginning with the date of the meeting.</p>
Who does the Council share personal data with?	<p>Sensitive personal (confidential) data (eg. For Social Work Complaints Review Panels or Appeals Panels) would only be shared externally with appellants/data subjects themselves. This type of data will only be included on exempt reports which are not available for public viewing.</p> <p>Non sensitive data such as names may be included on publically available reports dependant on the nature of the report/meeting.</p> <p>Minutes and agendas of Stirling Council meetings and its committees are considered public records. Agendas and minutes are published on our website. Audio & video recordings of Council meetings may be posted online.</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 DWP, HMRC & Police and will do so where the law requires this. We will also</p>

	<p>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>
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>