

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	Recruitment process
Why does the Council process personal data?	<p>Personal data is processed during the recruitment process to fill all vacancies (full time, part time, supply, temporary and permanent) created within Stirling Council.</p> <p>Some data is used to provide statistical returns.</p>
What personal data is used?	<p><u>All Applicants:</u> Electronic and postal contact details Qualifications Work history References Ethnicity Details which may apply to the Guaranteed Interview Scheme (disability, looked after child & military) Family already working for Stirling Council Proof of legal right to work in the UK Criminal declaration information</p> <p><u>Only successful applications:</u> Fitness to work form (health information) National Insurance details Disclosure Scotland Information Bank Details Student Loan Information Emergency Contact details: next of kin & GP</p> <p><u>Special Category Data</u> Health (physical or mental) Political opinions (for politically restricted posts)</p>

	<p>Racial or ethnic origin Religious or philosophical beliefs Sexual life</p> <p>Data relating to criminal convictions and offences</p>
What makes it lawful for the Council to process this personal data?	<p>Personal data is processed in preparation for a contract with the data subject</p> <p>Some personal data is processed in order to comply with statutory obligations in relation to vetting of staff</p>
Where does the Council obtain personal data from?	<p>Application form Referees Occupational Health PVG/Disclosure Scotland Professional Bodies</p>
Where does the Council keep personal data?	<p>Stored electronically stored on Talentlink system as well as paper application forms</p> <p>Unsuccessful applicant information kept within office.</p>
How long does the Council keep personal data?	<p>Unsuccessful hard copy applications retained for 6 months.</p> <p>Electronic applications are stored on Talentlink for up to 7 years.</p>
Who does the Council share personal data with?	<p>Personal data relating to recruitment to some teaching positions may be shared with Community Council and Parent Council panel members.</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>