

# Stirling Council

## Privacy Notice

Find out how Stirling Council uses personal data by checking the Council's website at the following address: <http://www.stirling.gov.uk/dataprotection>

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.

<b>Title of Process</b>	<b>Adult Support and Protection</b>
<b>Why does the Council process personal data?</b>	We process personal data where it is necessary to inform risk and implement corresponding safeguarding arrangements.
<b>What personal data is used?</b>	<p>The data includes information about service users.</p> <p><b><u>Personal data processed</u></b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Date of birth</li> <li>• Name and address of GP</li> <li>• General nature of circumstances giving rise to the matter of concern</li> <li>• Additional information may be recorded about the service user's family including details about other people, Power of Attorney/Guardian or agencies and partners who would have an interest in their wellbeing through their relationship with the service user</li> <li>• Information about third parties who are deemed to be affected by the circumstances may also be recorded</li> </ul> <p><b><u>Special category data processed</u></b></p> <ul style="list-style-type: none"> <li>• Health (physical or mental)</li> <li>• Racial or ethnic origin</li> </ul> <p>Data relating to criminal convictions and offences is also processed.</p>

<p><b>What makes it lawful for the Council to process this personal data?</b></p>	<p>Personal data – Legal obligation</p> <p>Special category data – Obligations under employment, social security or social protection law, or a collective agreement; Substantial public interest (where a law exists); and Preventative or occupational health or social care</p> <p>Criminal convictions – Under the control of an official authority and the processing is authorised by law.</p>
<p><b>Where does the Council obtain personal data from?</b></p>	<p>Personal data is obtained from:</p> <ul style="list-style-type: none"> <li>• Care homes</li> <li>• Care at home providers</li> <li>• Other third sector organisations via the Adult Protection 1 Form.</li> </ul> <p>The data is stored in the electronic care management system and this information may be accessed by other teams engaged in the delivery of Adult Social Care services.</p> <p>In accordance with the following and associated information sharing protocols, personal data is passed from a different organisation:</p> <ul style="list-style-type: none"> <li>• Adult Protection (Scotland) Act 2007</li> <li>• Scottish Government Code of Practice 2014</li> <li>• Adults with Incapacity (Scotland) Act 2000</li> <li>• Mental Health Care and Treatment (Scotland) Act 2003</li> </ul>
<p><b>Where does the Council keep personal data?</b></p>	<p>All data is stored electronically in the care management system.</p>
<p><b>How long does the Council keep personal data?</b></p>	<p>Personal data is retained for either 5 years from last action or 3 years from the death of the adult.</p>
<p><b>Who does the Council share personal data with?</b></p>	<p>Data is shared with Duty to Cooperate Organisations as well as others engaged in public protection activity – e.g. Fire Rescue Service.</p> <p>Further processing of information can arise through investigatory processes as well as care management.</p> <p>Information could be subject to multi-agency audit for the purposes of generating service improvements.</p>

**Who do I contact about my personal data?**

The Council has a Data Protection Officer to make sure it is complying with data protection laws.

The Council's Data Protection Officer is Kevin O'Kane, Audit Manager.

He can be contacted at:

Data Protection Officer, Stirling Council, Teith House,  
Kerse Road, Stirling FK7 7QA

Email: [dataprotection@stirling.gov.uk](mailto:dataprotection@stirling.gov.uk)

Telephone: 01786 404040