

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.

Title of Process	Local Taxation - Benefits
Why does the Council process personal data?	<p>Personal data is processed to administer Housing Benefits and Council Tax reduction.</p> <p>Housing Benefit – to help people on low income pay their rent.</p> <p>Council Tax Reduction – to help householders on low income pay their Council Tax</p>
What personal data is used?	<p>Householders, any person who has a liability to pay rent or Council Tax</p> <p>Name, address, date of birth, children, disability, immigration status, employment status, bank information other financial information.</p> <p>Health (physical or mental) Racial or ethnic origin</p>
What makes it lawful for the Council to process this personal data?	<p>We have a statutory obligation to process this information.</p>
Where does the Council obtain personal data from?	<p>Customers</p> <p>Third Party organisations such as Citizens Advice, Advice Agencies, Housing Associations, internal Housing Departments, Landlords, DWP</p>

	<p>From different parts of the Council – collected for the purpose of claiming Housing Benefit/Council Tax Reduction</p> <p>Information from other agencies is received through many different channels, this can be e-mails, letters or posted through Royal Mail.</p>
Where does the Council keep personal data?	Kept in paper and electronic format.
How long does the Council keep personal data?	Data protection legislation requires personal data to be kept no longer than necessary.
Who does the Council share personal data with?	<p>Police – in relation to r=prevention and detection of crime.</p> <p>Other Local Authorities on request to ensure correct benefit has been awarded and no overlap in entitlement.</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>The Council's Data Protection Officer is Kevin O'Kane, Audit Manager.</p> <p>He 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>