

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	Respite and Care Homes (Allan Lodge Care Home, Beech Gardens Care Home and Strathendrick Respite Care Home)
Why does the Council process personal data?	We need to process personal data in order to provide services to people who are being looked after in a care home or respite care home. Data is processed as part of the Regulation of Care.
What personal data is used?	<p>We process data about service users. This includes: name, address, date of birth, name and address of GP, and details of services to be provided to that person.</p> <p>Additional information may be recorded about the service user's family including details about other people, Power of Attorney/Guardian or agencies and partners that need to be involved in the service provision</p> <p>Some special category data is processed, relating to physical and mental health, and racial or ethnic origin.</p>
What makes it lawful for the Council to process this personal data?	<p>We need to process personal data because it is necessary to comply with a contract with the service user.</p> <p>We also need to process personal data because we have a legal obligation in relation people in our care.</p> <p>We are processing special category data under an obligations under employment, social security or social protection law, or a collective agreement.</p>

<p>Where does the Council obtain personal data from?</p>	<p>Data is collected:</p> <ul style="list-style-type: none"> • By Council employees in the course of an interview or in written correspondence with the Data Subject or an agent • The information is passed to the team via the service request and care plan • Data may be passed from a different organisation through the completed Single Shared Assessment from NHS.
<p>Where does the Council keep personal data?</p>	<p>Information is stored electronically or in paper files within the care home.</p>
<p>How long does the Council keep personal data?</p>	<p>Data is kept for either 5 years from last action or 3 years from the death of the service user.</p>
<p>Who does the Council share personal data with?</p>	<p>The Council does not share this personal data.</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>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>