

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.

<p>Title of Process</p>	<p>Children & Families Social Work Services (Assessment, Intervention, Information processing, sharing and management)</p>
<p>Why does the Council process personal data?</p>	<p>The Council has legislative duties and obligations to undertake and lead on assessment of need and risk with children and families.</p> <p>This entails the necessary sharing of personal data across various multi-agency services for the purposes of mitigating need and reducing risk, making financial assessments and payments.</p> <p>Processing of personal data is also necessary for identification, planning, interventions, review and evaluation of service provision for those with presenting needs and/or risk.</p> <p>We also use the data for purposes of performance management and data returns for national government, regional and local self-evaluation and external scrutiny and regulation. Performance data is also critically used to inform service design and development.</p>
<p>What personal data is used?</p>	<p>Personal data about:</p> <p>Employees, children and families, pupils, parents, carers – adoptive, foster, kinship, supported, Core data re personal profile, health – physical and emotional, home circumstances, financial, relationships, family networks, housing and more.</p> <p>The process involves personal data about children.</p> <p>Special Category data:</p>

	<p>Genetic data Health (physical or mental) Political opinions Racial or ethnic origin Religious or philosophical beliefs Sexual life</p> <p>Data relating to criminal convictions and offences is processed.</p>
<p>What makes it lawful for the Council to process this personal data?</p>	<p>It is necessary for the Council to process this personal data in order to comply with various statutory obligations, in EU, UK & Scottish Law, National Policy, Guidance & Local Procedure</p> <p>Some personal data may be necessary in order to fulfil a contract, or to protect the vital interests of a person.</p> <p>Only in some circumstances is consent required to process data – this is dependent upon the character and type of intervention.</p>
<p>Where does the Council obtain personal data from?</p>	<p>Personal data is gathered via data subjects, communications, as part of service delivery and from related sources close to the data subject (agency and community) and from Education, Housing, Environmental Health and other service areas within the Council.</p>
<p>Where does the Council keep personal data?</p>	<p>Personal data is stored electronically in databases and on the council network. Older information may be stored in paper format.</p>
<p>How long does the Council keep personal data?</p>	<p>Data retention rules vary according to the type and character of service intervention, and in line with statutory requirements,</p> <p>For example personal data relating to a child in care may need to be retained for 100 years.</p>
<p>Who does the Council share personal data with?</p>	<p>Shared across and within external agencies and with family members, third sector organisations and other Councils.</p> <p>Data is transferred outwith the EU - where families leave or flee outwith the EU & UK and have to access International Social Work Services.</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

Telephone: 01786 404040