

# 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><b>Title of Process</b></p>	<p><b>Commissioning of care services for individuals</b></p>
<p><b>Why does the Council process personal data?</b></p>	<p>Stirling Council has a duty to provide care services for individuals who are assessed by Social Services as requiring them. This can include Short Breaks/ Respite, Care at Home or Residential Care as well as specific one off requirements such as Parental Assessment.</p> <p>The Planning &amp; Commissioning team processes data in order to contract with external Care Providers for the services identified in the individual's care plan. The contract includes the agreed cost of services, duration of service, type of service and location of service purchased.</p>
<p><b>What personal data is used?</b></p>	<p>The data is about Stirling Council members of the public who are in receipt of a Social Services care package. This includes Children, Adults and Older People.</p> <p><b><u>Personal Data</u></b>  Name  Address  Date of Birth  Care Requirements</p> <p><b><u>"Special Category" Data</u></b>  Health (Physical or Mental – Possible depending on contract type  Sexual Life – Possible, if contract includes support for issues in this area.</p>

	Data relating to criminal convictions and offences can occasionally be included as part of contracts.
<b>What makes it lawful for the Council to process this personal data?</b>	We need to process this personal data in order to comply with statutory obligations and with contracts.
<b>Where does the Council obtain personal data from?</b>	The personal data is passed to the Commissioning team by the relevant Social Services team, Social Worker or Health professional. They will have carried out an assessment or present a care plan which requires the commissioning of an external resource to fulfil. The Commissioning team do not directly collate the personal data from the individual.
<b>Where does the Council keep personal data?</b>	Data is kept in paper format, and electronically on the network drive and in SWIFT case management system.
<b>How long does the Council keep personal data?</b>	Data Protection legislation requires personal data to be kept for no longer than necessary.
<b>Who does the Council share personal data with?</b>	Personal data is shared with the selected care provider once a contract is in place. This is in keeping with the terms and conditions of the relevant contract or framework and the detail is needed in order to fulfil the care requirements identified in the care plan.
<b>Who do I contact about my personal data?</b>	<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: <a href="mailto:dataprotection@stirling.gov.uk">dataprotection@stirling.gov.uk</a>  Telephone: 01786 404040</p>