

# 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>Court/Prison requests for reports</b>
<b>Why does the Council process personal data?</b>	Personal data is processed for the provision of Court/Prison reports as requested by any Court or Prison within the UK. Reports may be requested to enable an informed decision at Court or Prison in terms of the safe management of offenders.
<b>What personal data is used?</b>	The Data Subjects are Offenders. Personal data includes: Current/previous offending history Address DOB Current circumstances Historical family background Health (physical or mental) Racial or ethnic origin Sexual life - Dependent upon nature of the offence
<b>What makes it lawful for the Council to process this personal data?</b>	We process this personal data because it is necessary to comply with a statutory obligation.
<b>Where does the Council obtain personal data from?</b>	Courts (Any UK) depending upon where the offence was committed. Prisons Data Subject (at interview)
<b>Where does the Council keep personal data?</b>	Electronically – on council network.

<p><b>How long does the Council keep personal data?</b></p>	<p>There are agreed retention rules in place for this personal data. Retention rules are dependent on the type of case.</p>
<p><b>Who does the Council share personal data with?</b></p>	<p>NHS – if there is any health issues including alcohol/drugs or mental health issues.  Mappa – if the service user is an RSO  Police/Visor – if the service user is an RSO  Prison – if a service user is in custody/about to leave custody  Other local authority Criminal Justice Services</p>
<p><b>Who do I contact about my personal data?</b></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: <a href="mailto:dataprotection@stirling.gov.uk">dataprotection@stirling.gov.uk</a>  Telephone: 01786 404040</p>