

# 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>Allocation and management of housing stock</b>
<b>Why does the Council process personal data?</b>	<p>Personal data is processed for the allocation and management of all housing stock, temporary accommodation, garages, pitch sites and travelling persons site.</p> <p>This is so that housing and other stock is allocated and managed fairly and to comply with policy and legislation.</p> <p>Personal data is processed to manage tenancies on an ongoing basis, including the notification of rent increases</p>
<b>What personal data is used?</b>	<p>Names, addresses, dates of birth, national insurance numbers, benefits details, rent arrears details, housing histories, personal histories, employment details, medical details, ethnic origins, support needs, next of kin, family network information of all Stirling Council tenants and their households, travelling persons site residents and their households, homeless applicants and their families in temporary accommodation, garage tenants, pitch site tenants, housing waiting list.</p> <p>Includes personal data about children and data relating to criminal convictions and offences.</p> <p>Special Category Data:</p> <p>Health (physical or mental)  Racial or ethnic origin  Religious or philosophical beliefs  Sexual life</p>

<p><b>What makes it lawful for the Council to process this personal data?</b></p>	<p>We process personal data to fulfil our contracts with tenants. We have a contractual obligation to manage our tenancies fairly and professionally and this includes keeping records relating to all tenants. We are required by law to allocate housing fairly, which requires us to obtain personal details from applicants.</p>
<p><b>Where does the Council obtain personal data from?</b></p>	<p>From the data subjects in their application form or in subsequent communication by letter, form, email or phone. Other information is collected on an ongoing basis by housing employees in the course of their tenancy management activities, as a result of interviews and meetings with the tenants and from phone calls, emails and letters.</p> <p>Some records (e.g. details of rent account balances) are generated by the housing management process.</p> <p>Details of Housing Benefit payments from HB section. Details collected as part of the benefits administration process.</p> <p>Personal details from Social Work – details collected as part of the process of providing support or advice to individual tenants or homeless applicants.</p> <p>Details from other parts of the housing service and from the Safer Communities service. These are collected in the context of keeping records which are relevant to the housing management process.</p> <p>Some personal data may be passed from another organisation – e.g. a housing association, police, and other local authority.</p>
<p><b>Where does the Council keep personal data?</b></p>	<p>Northgate housing database; electronic records on housing directory; paper records</p>
<p><b>How long does the Council keep personal data?</b></p>	<p>Tenant files and tenancy agreements are destroyed 5 years after the ending of the tenancy.</p> <p>Eviction records and rent arrears records are destroyed 7 years after the ending of the tenancy.</p> <p>Form SSS1 (Notice under Section 34 to be served on a prospective Tenant of a short Scottish secure tenancy) are destroyed 5 years after the ending of the tenancy.</p>

<b>Who does the Council share personal data with?</b>	Personal data is shared with housing associations, and other local authorities.
<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.</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>