

# 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>LinkAge Signpost project</b>
<b>Why does the Council process personal data?</b>	<p>The LinkAge Stirling pilot project signposts people to services and organisations that support older people aged 65 and over.</p> <p>Personal data is processed about individuals who have been referred or self-refer to the LinkAge project</p>
<b>What personal data is used?</b>	<p>Personal data is about individuals who have been referred or self-refer to the LinkAge Stirling pilot project.</p> <p><b><u>Personal Data Used</u></b>  Name  Address  Telephone numbers  Signature</p> <p><b><u>“Special Category” Data</u></b>  Health (physical or mental)</p>
<b>What makes it lawful for the Council to process this personal data?</b>	Personal data is processed with the consent of the individual.
<b>Where does the Council obtain personal data from?</b>	The data comes from the referrer/self-referral and or collected by Council employees face to face during the course of an interview with the individual to establish their requirements.
<b>Where does the Council keep personal data?</b>	Original paper format is electronically scanned before being input onto a dedicated database (Access) within a protected drive that is only available to Linkage project staff only.

<b>How long does the Council keep personal data?</b>	Personal data is only kept until the individual has been successfully connected to a service or activity.
<b>Who does the Council share personal data with?</b>	The individuals name and possibly DOB would be shared with the organisation that they have been signposted to by a referral form/process.
<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>