

# 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>Locality services</b>
<b>Why does the Council process personal data?</b>	<p>The initial assessment of a person's needs are passed from the Social Care Services Intake team to the Locality team for a full outcome focussed assessment to be completed. Further personal information is gathered at this stage and used to complete the assessment.</p> <p>If the information identifies a service need the assessment would be approved by manager, budget set and a support plan put in place that is agreed with the service user and their family. This would be shared with the Business and Finance team to complete financial assessment. The services may be for a care at home service or for long term care in a care home facility. Following completion of the assessment the personal information would be held for:</p> <ul style="list-style-type: none"> <li>• Long term care management and updated through regular review.</li> <li>• Short term – if package is for specific period of time and closed (personal data held for future needs).</li> </ul> <p>Occupational Therapists support the Blue Badge Team to carry out medical assessments with people applying for a disabled blue badge for parking purposes.</p>
<b>What personal data is used?</b>	<p>The data includes information about current or potential service users and their carers who live in the community and are vulnerable and require support around their health and social care needs.</p> <p><b><u>Personal data processed:</u></b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul>

	<ul style="list-style-type: none"> <li>• Address</li> <li>• Date of birth</li> <li>• Name and address of GP</li> <li>• Information about the services to be provided</li> <li>• Additional information will be recorded about the service user's family including details about other people, Power of Attorney/Guardian or agencies and partners that need to be involved in the service provision</li> </ul> <p><b><u>Special category data processed:</u></b></p> <ul style="list-style-type: none"> <li>• Health (physical or mental)</li> <li>• Racial or ethnic origin</li> </ul>
<p><b>What makes it lawful for the Council to process this personal data?</b></p>	<p>Personal data – Legal obligation, to comply with our obligations under the <b>Community Care and Health Act 2002.</b></p> <p>Special category data – Obligations under employment, social services or social protection law, or a collective agreement, to comply with our obligations under the <b>Adults with Incapacity (Scotland) Act 2000.</b></p>
<p><b>Where does the Council obtain personal data from?</b></p>	<p>Data is collected by Council employees in the course of an interview or telephone conversation or in written correspondence with the Data Subject or agent.</p> <p>Personal data is stored in the electronic care management system and this information may be accessed by other Social Care teams in order to capture additional information as required if the service user requires a support service to be put in place.</p> <p>Personal data is may be passed from the NHS through the Single Shared Assessment.</p>
<p><b>Where does the Council keep personal data?</b></p>	<p>All data is stored electronically in the care management system.</p>
<p><b>How long does the Council keep personal data?</b></p>	<p>Personal data is retained for 5 years from last action or for 3 years from the death of adult.</p>
<p><b>Who does the Council share personal data with?</b></p>	<p>External providers who provide service users with a service.</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](mailto:dataprotection@stirling.gov.uk)

Telephone: 01786 404040