

# 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>MAPPA (Multi Agency Public Protection Arrangements)</b>
<b>Why does the Council process personal data?</b>	<p>MAPPA (Multi Agency Public Protection Arrangements) is the process through which the police, probation and prison services work together with other agencies to assess and manage violent and sexual offenders in order to protect the public from harm. Stirling Council is involved in this process as a provider of accommodation and support to homeless applicants and Council tenants who are violent or sexual offenders.</p> <p>Personal data is processed to enable us to provide housing advice or to assess an application for housing via the Council's homelessness service, and to help us to support individuals in their tenancies.</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 (including offending histories), employment details, medical details, ethnic origins, support needs, next of kin, family network information, risk management details, of violent or sexual offender who residing in the Stirling Council area and also the victims of crime.</p> <p>Includes personal data about children</p> <p>Includes "Special Category Data":  Health (physical or mental)  Racial or ethnic origin  Religious or philosophical beliefs  Sexual life</p>

	Data relating to criminal convictions and offences are processed.
<b>What makes it lawful for the Council to process this personal data?</b>	<p>We process this personal data in order to comply with statutory obligations. Stirling Council is required by law to provide a homelessness service, which requires us to obtain personal details from applicants and to assess their applications – Housing (Scotland) Act 1987, as amended by subsequent legislation.</p> <p>We are required by the Scottish Government’s National Accommodation Strategy for Sex Offenders to provide appropriate support and housing to violent and sexual offenders with a view to minimising risk to other people.</p>
<b>Where does the Council obtain personal data from?</b>	Personal data may be passed from Police, other local authorities, health services, and also passed internally from Criminal justice service, Education, Council Tax, Social Work (various departments)
<b>Where does the Council keep personal data?</b>	Northgate housing database; electronic records on housing directory; paper records
<b>How long does the Council keep personal data?</b>	<p>Homeless applications:</p> <ul style="list-style-type: none"> <li>• Where the applicant is not permanently housed, records are destroyed 5 years after the date of last action on the case;</li> <li>• Where the applicant is permanently housed, records are destroyed 5 years after the termination of the tenancy.</li> </ul>
<b>Who does the Council share personal data with?</b>	Personal data is shared with housing associations, other councils, Police, health 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, 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>