

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.

Title of Process	Scottish Welfare Fund
Why does the Council process personal data?	<p>We receive information to allow us to process an application for a Crisis Grant or Community Care Grant for people in crisis or moving/sustaining a tenancy.</p> <p>The fund helps people in Crisis or can provide goods to allow customers to remain/ move into their tenancy.</p>
What personal data is used?	<p>The applicant's name, address, date of birth, children, disability, immigration status, employment status, bank information other financial information.</p> <p>Health (physical or mental).</p> <p>Racial or ethnic origin.</p> <p>Data relating to criminal convictions and offences.</p>
What makes it lawful for the Council to process this personal data?	<p>We have a statutory obligation to process this information.</p>
Where does the Council obtain personal data from?	<p>Applicants.</p> <p>Third Party organisations such as Citizens Advice, Advice Agencies, Housing Associations, internal Housing Departments, Landlords.</p> <p>From different parts of the Council – collected for the purpose of processing an award.</p> <p>Information from other agencies is received through many different channels, this can be e-mails, letters or</p>

	<p>posted through Royal Mail. They also complete the online application on behalf of customers.</p>
<p>Where does the Council keep personal data?</p>	<p>Kept in paper and electronic format.</p>
<p>How long does the Council keep personal data?</p>	<p>Applications are kept for 6 years from the end of the financial year, then destroyed.</p>
<p>Who does the Council share personal data with?</p>	<p>Other Local Authorities on request to ensure individuals have not exceeded the allowed limit in a rolling 12 months period.</p> <p>Police – for prevention and detection of crime</p> <p>First Furnishing – they are our contracted provider who provide the goods to our customers.</p>
<p>Who do I contact about my personal data?</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: dataprotection@stirling.gov.uk Telephone: 01786 404040</p>