

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.

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| Title of Process | Unpaid Work |
| Why does the Council process personal data? | <p>Personal data is processed for the Management of Offenders within the community when a community disposal is received after an offender is guilty at Court (Any Court within the UK).</p> <p>The Management of Offenders subject to a CPO Level 1 or CPO Level 2</p> |
| What personal data is used? | <p>The Data Subjects are Offenders. Personal data includes:</p> <ul style="list-style-type: none"> Current/previous offending history Address DOB Current circumstances Historical family background Health (physical or mental) - assess suitability to undertake UPW Racial or ethnic origin Sexual life - Dependent upon nature of the offence |
| What makes it lawful for the Council to process this personal data? | <p>We process this personal data as it is necessary to help us comply with a statutory obligation.</p> |
| Where does the Council obtain personal data from? | <ul style="list-style-type: none"> Internal Court Reports Courts (Any UK) depending upon where the offence was committed. Data Subject (at interview) |

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| | Data may be obtained from NHS if there are any issues relating to the service users ability to complete Unpaid Work. |
| Where does the Council keep personal data? | Electronically – on council network drives. |
| How long does the Council keep personal data? | There are agreed retention rules in place for this personal data. Retention rules are dependent on the type of case. |
| Who does the Council share personal data with? | Health – health related report requests to GP's Individual placements – (charity shops, Start-up, The Valley) – to complete individual placements for the completion of UPW hours. Employability (SCE) – to help offenders complete 30% of their UPW order. |
| 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 Telephone: 01786 404040 |