

Bellfield Centre Privacy Notice

Find out how Stirling Council uses personal data by checking the Council's website at the following address:

<https://www.stirling.gov.uk/council-democracy/access-to-information/data-protection/>

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	Adult Health and Social Care Intermediate Care Services (Referral, Assessment, Intermediate Care Support processes)
Why is the data being processed?	<p>The Bellfield Centre is an Intermediate Care Facility, which provides a multidisciplinary service that helps people to be as independent as possible. The service is provided by the Clackmannanshire & Stirling Health & Social Care Partnership, which comprises NHS Forth Valley, Clackmannanshire Council and Stirling Council.</p> <p>The Centre processes personal information for the following purposes:</p> <p>Purpose 1: to assess eligibility for services and the provision of care; Purpose 2: the fulfilment of statutory duties in relation to the legislation detailed below; Purpose 3: statutory reporting to the Scottish Government Purpose 4: the creation of care and support plans for adults Purpose 5: protection of vulnerable adults</p> <p>Some of the key legislation and standards we use are detailed below:</p> <ul style="list-style-type: none"> • Social Work (Scotland) Act 1968 • Chronically Sick and Disabled Persons (Scotland) Act 1972 • Housing (Scotland) Act 1987 • National Health Service and Community Care Act 1990 • Carers (Recognition and Services) Act 1995 • Community Care (Direct Payments) Act 1996 • Adults with Incapacity (Scotland) Act 2000 • Regulation of Care (Scotland) Act 2001 • Community Care and Health (Scotland) Act 2002 • Mental Health (Care and Treatment) (Scotland) Act 2003 • Housing (Scotland) Act 2006 • Adult Support and Protection (Scotland) Act 2007 • Carers (Scotland) Act 2011 • The Public Bodies (Joint Working) (Scotland) Act 2014 • Social Care (Self-directed Support) (Scotland) Act 2013 • National Health and Care Standards
What personal data is used?	The data includes information about service users. Personal data processed

	<ul style="list-style-type: none"> • Name • Address • Date of birth • Name and address of GP • General nature of circumstances giving rise to the matter of concern • Additional information may be recorded about the service user's family including details about other people, Power of Attorney/ Guardian or agencies and partners who would have an interest in their wellbeing through their relationship with the service user • Information about third parties who are deemed to be affected by the circumstances may also be recorded <p><u>Special category data processed</u></p> <ul style="list-style-type: none"> • Health (physical or mental) • Racial or ethnic origin <p>Data relating to criminal convictions and offences is also processed.</p>
<p>What makes it lawful to process this personal data?</p>	<p>Processing personal data is necessary for compliance with legal obligations to which the Clackmannanshire & Stirling Health and Social Care Partnership is subject, and for the performance of tasks carried out in the public interest or in the exercise of official authority vested in the service.</p> <p>Special category data is processed under obligations under employment, social security or social protection law, or a collective agreement; Substantial public interest (where a law exists); and Preventative or occupational health or social care</p> <p>Intermediate Care staff record people's data on their SWIFT system which could include criminal offence or social circumstance data. This data is used to assess social care needs and also to build a case history for the person so as to avoid duplicated work and to keep a record of people accessing social care services. Adult social care information stays on the SWIFT system even after a person's case has been closed however it is held in the history section of the system.</p>
<p>Where is the personal data obtained from?</p>	<ul style="list-style-type: none"> • NHS (for example GPs, Hospitals) • You (as the data subject) and your nominated representatives • Emergency services (Police, Fire & NHS) • Care providers (private, voluntary and independent) • Carers' Centre (provides information, advice and support to unpaid carers) • Other local authorities, such as Clackmannanshire Council (based on a data sharing agreement) • Where relevant, information held by MAPPA partners and agencies where there is a duty to co-operate under MAPPA arrangements. <p>The data is stored in the electronic care management system and this information may be accessed by other teams engaged in the delivery of Adult Social Care services.</p>
<p>Where is the personal data kept?</p>	<p>All data is stored electronically in the care management system.</p>

How long is personal data retained?	Personal data is retained for either 5 years from last action or 3 years from the death of the adult.
Who is personal data shared with?	<ul style="list-style-type: none"> • Care and Support providers, • The National Health Service (NHS), • The Scottish Government, • Department of Work & Pensions (DWP), • Advocacy Services • MAPPA, • Emergency services (Police Scotland, Scottish Fire & Rescue) • The Carers' Centre • Other local authorities, such as Stirling Council (based on a data sharing agreement) <p>Information could be subject to multi-agency audit for the purposes of generating service improvements.</p>
Who do I contact about my personal data?	<p>Please contact one of the following if you have any questions about how your personal data is used within the Bellfield Centre. Depending on the data in question, the person who you contact may require to pass that question to one of the contacts listed below:</p> <ol style="list-style-type: none"> 1. Data Protection Officer, Stirling Council, Teith House, Kerse Road, Stirling FK7 7QA email: dataprotection@stirling.gov.uk telephone: 01786 404040 2. The NHS Forth Valley Data Protection Officer is the nominated DPO for the Clackmannan and Stirling Integration Board. The DPO makes sure NHSFV and the Clackmannan & Stirling Integration Board are complying with data protection laws. Contact details are: Data Protection Officer, NHS Forth Valley, Colquhoun Street, Stirling FK7 7PX telephone: 01786 433282 3. Data Protection Officer Clackmannanshire Council, Kilncraigs, Greenside Street, Alloa FK10 1EB email dpo@clacks.gov.uk 01259 45000
The constituent authorities on Clackmannanshire Health & Social Care Partnership provide information on how they use personal data. Please see the internet page links below for further information:	
Clackmannanshire Council	https://www.clacks.gov.uk/regulation/yourdataprotectionrights/
NHS Forth Valley	https://nhsforthvalley.com/contact-us/data-protection/

Stirling Council	https://my.stirling.gov.uk/services/council-and-government/data-protection-and-freedom-of-information/data-protection
Clackmannanshire & Stirling Health & Social Care Partnership	https://clacksandstirlinghscp.org/