

Stirling Council's School Counselling Service

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>

The Council's 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	School Counselling Service, Stirling's Children's Service
Why does the Council process personal data?	<p>Stirling Council needs to collect, store, use, share and dispose of personal data in order to deliver services as a local authority.</p> <p>The Scottish Government have allocated funds to each local authority for the 2019 – 2023 period for a school counselling service, and have stated the need for robust pre and post counselling evaluation. This will assist the school in identifying the improved outcomes for children and young people and also assist the education authority in identifying service level delivery outcomes.</p> <p>In order to measure the impact and effectiveness of the national programme of providing access to school counsellors for children over 10 years old, the Scottish Government has provided templates for local authorities to provide six monthly reports. The commission for reporting will be issued from the Scottish Government directly to Local Authority Heads of Education services. The reports will be considered by the Children and Young People's Mental Health and Wellbeing Programme Board which is jointly chaired by the Scottish Government and COSLA.</p> <p>This Privacy Notice tells you why the School Counselling Service needs to collect data and what we do with it.</p>
What personal data is used?	<p>We obtain personal data when our service is requested in order to provide advice & consultation, assessment, training, research or counselling intervention.</p> <p>We will ensure that a parent/carer's verbal consent has been gained when our service is contacted for children under 12 years of age. As stated in the Age of Legal Capacity (Scotland) Act 1991, children 12 years and over have the right to enter into counselling with a counsellor if they have capacity to make this decision. Where children have this</p>

	<p>capacity, there is no need to obtain the consent of a person with parental responsibilities and parental rights.</p> <p>Requests for assistance from our service will come from schools.</p> <p>Personal data might include contact details, records of consultations, assessments, interventions, observations, reports and correspondence.</p> <p>Data gathered for research purposes will be anonymised i.e. we will remove any details that could identify a child or person for statistical or other purposes. Research that is published will contain anonymised information.</p>
<p>What makes it lawful for the Council to process this personal data?</p>	<p>GDPR Article 6(1)(a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes;</p> <p>GDPR Article 6(1)(e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;</p> <p>GDPR Article 9(2)(a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes.</p> <p>You don't have to give personal data however without the correct information we will not be able to provide a School Counselling Service which you are entitled to.</p>
<p>Where does the Council obtain personal data from?</p>	<p>Personal data is gathered via data subjects, as part of service delivery and from related sources close to the data subject (e.g. parent/carers, families, schools or early years establishments, partners such as NHS) and from Education, Children & Families and other service areas within the Council.</p>
<p>Where does the Council keep personal data?</p>	<p>Personal data is stored electronically on databases and on the council network. Counselling records held currently in paper format in secure, lockable filing cabinets.</p>
<p>How long does the Council keep personal data?</p>	<p>When our service completes work in relation to a child or young person, the data is stored in a case file, which is held by Stirling Council for 5 years after your child leaves school.</p> <p>For children & young people who are currently or have been Looked After & Accommodated by the local authority, data will be kept indefinitely in line with the requirements and recommendations of the Scottish Child Abuse Inquiry.</p>
<p>Who does the Council share personal data with?</p>	<p>The School Counselling Service will share anonymised information with the Scottish Government in order to measure the impact and effectiveness of the national</p>

	<p>programme of providing access to school counsellors for children over 10 years old.</p> <p>Anonymised data will also be shared with schools to assist in school improvement planning.</p> <p>The School Counselling Service may be asked to share information for example by other Council Services such as Education & Social Work. Counselling is fundamentally bound by confidentiality, and sharing of personal information is at the discretion of the child/young person (if they have the capacity to make this decision) or their parent/carer (if the child is under 12 years old, or does not have the capacity to make this decision). In some situations, clients' needs or the public interest in a specific situation may potentially outweigh the general duty of confidentiality (for example, information relating to Child Protection & Safeguarding) and the School Counselling Service will use their professional judgement to identify when this is the case.</p> <p>Information will be shared with Social Security Scotland in order to support an individual's entitlement and application for disability assistance.</p> <p>The information we share with other Council Services & outside bodies would only be relevant information contained in reports, consultations & letters as part of the Scottish Government's Getting It Right For Every Child (GIRFEC) initiative.</p> <p>If asked to share data, the School Counselling Service will use their professional judgement to identify which information is appropriate & necessary to share with other professionals involved, in order to inform decision making & assessment.</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>They 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>