



ANTISOCIAL BEHAVIOUR INCIDENT DIARY SHEET

The Antisocial Behaviour Unit of Scottish Borders Council works in partnership with Police Scotland, Housing Associations, the NHS and Victim Support to tackle antisocial behaviour in the Borders. This is in line with Scottish Government legislation – **Antisocial Behaviour Act (Scotland) 2004**.

Please see Appendix 1 which gives guidance on what is, and what is not Antisocial Behaviour.

Along with other measures used to tackle antisocial behaviour, we also ask you to complete this incident diary sheet to help us gather evidence. We may share this information with other agencies involved. The information you provide on the incident diary sheet could be used as evidence at Court if an Antisocial Behaviour Order (ASBO) is to be applied for. **You may also be called upon to give evidence at Court and be cross examined on the incidents that you report in this diary should an ASBO be applied for.**

If the antisocial behaviour you are experiencing is due to conflict with neighbours, we have a Mediation Service who can offer assistance and support. This Service is available on the number at the back of this form.

YOUR DETAILS:

Name:

Address:
.....

Email address:

Phone number:

WHO ARE YOU COMPLAINING ABOUT?

Name:

Address:
.....

Signature:

Date:

Only acts of an Antisocial Behaviour nature are to be recorded. We reserve the right to discount and ignore any recorded incidents that are deemed to be irrelevant and contain either private or hearsay information about a person, or contain information about lifestyle choices that you disagree with but is not antisocial.

Return to: Your Housing Provider
OR
Antisocial Behaviour Unit
Council Headquarters
Bowden Road
Newtown St Boswells TD6 0SA

Tel: **0800 0285711** email: asbu@scotborders.gov.uk

NOTES:

Record as accurately as you can (and within the boxes provided) as the antisocial behaviour happens. Give a full and accurate account of incidents, including any witnesses and if Police were called.

Date:	Start Time:	Finish Time:
Incident Details:		
Police Incident No. (if applicable):		

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YOU NOW NEED TO RETURN THIS DIARY – SIGNED AND DATED – WITH YOUR COMPLETE CONTACT DETAILS

Agencies that may be able to help and assist you:

Mediation Service: Use this service if you want to try and resolve your issue by negotiation.
01835 826781 – email: mediation@scotborders.gov.uk

Victim Support: Use this service if you need help and advice about the process/need some help to cope with the situation. **01896 751212** – email: victimsupport.scottishborders@victimssupportsco.org.uk

Breathing Space: Use this service if you are feeling low/anxious or stressed.
0800 838 587 – email: info@breathingspace.scot

Lets Talk: Use this service if you feel that counselling could help you cope.
0800 389 3416 – email: letstalk@tlcborders.org.uk

Addaction: Use this service if you feel that you need advice because your drug or alcohol use is causing you concern.
0800 028 6664 – email: info@addaction.org.uk

There are many other organisation/charities that are out there that can help you deal with stressful situations.

WHAT IS AND WHAT IS NOT ANTISOCIAL BEHAVIOUR?

The legislation states that a person is involved in antisocial behaviour if they:

- act in a way that causes or is likely to cause alarm or distress to anyone; or
- Behave in a way that causes or is likely to cause alarm and distress to at least one person not of the same household as them.

In this definition 'conduct' would include speech, and a course of conduct must involve conduct on at least two occasions.

The Antisocial Behaviour Unit cannot deal with all matters that you may consider a nuisance or distressing. Examples of these include:

- Noise from children playing
- Personal differences/family disputes
- Disagreements about parking
- Civil disputes such as boundary issues
- People coming and going from property
- One-off incidents
- Living or domestic noises, includes:
 - Banging doors
 - Conversation heard through walls or floors
 - Neighbours walking around their home
 - Noises travelling through ceilings or walls due to poor insulation or laminate flooring
 - Normal domestic activity such

FOR OFFICE USE ONLY

Name of organisation/department receiving this diary sheet:

Name of person who received the diary sheet:

From:		
Name:	Period Covered:	
Address:	D/S No.:	
<input type="checkbox"/> RSL:	<input type="checkbox"/> Private	<input type="checkbox"/> Owner/Occupier

Alleged Perpetrator:			
Name:			
Address:			
<input type="checkbox"/> RSL:	<input type="checkbox"/> Private	<input type="checkbox"/> Owner/Occupier	
No. Incidents:	No. ASB Incidents:	Times:	No.
Behaviour:		Morning (1) (06.00 - 12.00)	
		Afternoon (2) (12.00 - 18.00)	
		Evening (3) (18.00 - 12.00)	
		Early Hours (4) (12.00 - 06.00)	
		Not Specified (0)	

Action Taken by RSL in response to this diary sheet?

Action taken by ASBU in response to receiving this sheet?

Signature: Date:

ASBU Actions:

Scan/File/DB Linked	Copy to RSL	Author Contacted	Update Appx 1
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PRIVACY NOTICE

THIS NOTICE IS FOR INFORMATION PASSED TO SCOTTISH BORDERS COUNCIL BY INDIVIDUALS OR AGENCIES AND ORGANISATIONS ACTING ON BEHALF OR REPRESENTING AN INDIVIDUAL

Data Control:

The information you have provided will be processed by Scottish Borders Council, Newtown St Boswells, TD6 0SA. You can contact the Council on 0300 100 1800 or customerservices@scotborders.gov.uk.

Data Protection Officer:

The Council's Data Protection Officer is Brian Frater and he can be contacted using the contact details for the Council as set out above or by email at dataprotection@scotborders.gov.uk

How we will use your information?

SBC will keep personal information given by you securely and confidentially, we will use your information to investigate antisocial behaviour. The Council is collecting and using this information to fulfil its duty as a Public Task with Legitimate Interests and may also use Criminal Offence Data to ensure we meet our Legal Obligation. This information is also essential to ensure that we comply with the Antisocial Behaviour etc (Scotland) Act 2004.

<http://www.gov.scot/Publications/2004/10/20154/45720>

Our aim is to use the information for the prevention of antisocial behaviour

How long will we retain your information?

The information you have provided will be retained for a minimum of 12 months and up to a period of 5 years depending on what actions have been taken to conclude matters.

Who we may share your information with:

Your information will be accessed by Council staff who need to use it in order to provide the service described above. Your information may be shared with the following third party organisations:

Police Scotland
Registered Social Landlords
Victim Support Scottish Borders
NHS Borders

as the Council is acting with Legitimate Interests.

Your information may also be shared and analysed internally in order to provide management information, inform service delivery reform and similar purposes to meet our duty to achieve best value and continuous service improvement.

In general the Council does not transfer personal data outside either the UK or the European Economic Area (EEA) and on the rare occasions when it does so the Council will inform you. The Council will only transfer data outside the UK and the EEA when it is satisfied that the party which will handle the data and the country it is processing it in will provide adequate safeguards for personal privacy.

Your Rights:

For information on the rights you have over your personal data, please visit our website

<http://www.scotborders.gov.uk/DPYourRights> or if you would like a hard copy of this information, please contact us using the contact details provided above.

How to make a complaint:

Please visit our website <http://www.scotborders.gov.uk/DPYourRights> for information on how to raise a complaint if you are unhappy with the way the Council has processed your data.

Decision-Making:

The Council does not use profiling or automated decision-making processes. Some processes are semi-automated (such as anti-fraud data matching) but a human decision maker will always be involved before any decision is reached in relation to you.