

How your personal Information is used by the Midlothian Families First Programme

We take your privacy seriously. Under the Data Protection Act 2018, you have a right to know how we collect, use and share your personal data.

This privacy notice explains the information we need in order to deliver the Midlothian Families First Programme. This activity is part of the Justice Service provided by Midlothian Council. Information about the Adult Health and Social Care privacy notice and specific Criminal Justice privacy notice can be found at www.midlothian.gov.uk/privacy.

Our Privacy Promise

We promise to collect, process, store and share your data safely and securely.

What lets us collect your information?

If we work with you we will be acting under some, or all, of the legislation noted below:

- Local Government in Scotland Act 2003
- Children and Young People (Scotland) Act 2014
- Data Protection Act 2018
- General Data Protection Regulation
- Human Rights (Scotland) Act 2000
- Rehabilitation of Offenders Act 1974
- Management of Offenders etc. (Scotland) Act 2005

What kinds of personal data do we collect?

General personal data will be gathered about you, and other individuals relevant to your participation in the programme such as your children, partner, ex-partner, or new partner. The information collected may include **name, address, date of birth, address, national insurance number, or any other unique identifiers**. If necessary, we might also collect what is called 'special category' data – that is, sensitive information such as medical/health information, racial or ethnic origin, sex or gender, religious beliefs.

How do we collect your personal data?

We collect personal information in many ways. You might provide us with your personal information yourself by telephone, email, or in conversation, or we might receive it as part of the referral, for example the referral form asks for information related to your current circumstances and relationships. This is so ensure that the relevant level of service is provided to all parties. Midlothian Families First may also request information from Police Scotland, or any of our partner agencies, for any information they may hold about you. This will help us tailor the programme to provide a service which is best suited to your needs. We will ask your permission to do this.

Whilst you are participating in the programme the information collected will be recorded on our secure electronic record system.

How do we use your personal data?

We use the information we collect:

- To ensure we can provide a high quality service tailored to individual needs and circumstances.
- To work with you to the best of our ability.
- To ensure you receive a service which is best suited to your needs and circumstances.
- To help you participate in the programme.

Why do we share your personal data?

We share information to ensure the health and safety of all participants and to monitor and improve our service.

It might be necessary to share your personal data with other agencies or public bodies. We will only share your personal data if there is a legitimate reason and appropriate conditions are met. Such circumstances include:

- There are risks of harm to others.
- There is a need to prevent, detect or prosecute a serious crime.
- A court has instructed us to do so.

With whom do we share your personal data?

The external bodies with whom we might share information include:

- Relevant staff within the Justice Service
- Social Work services who are involved with you or your family e.g. your child's health visitor, school nurse, or head teacher
- Police Scotland's Domestic Abuse Unit/Family Protection Unit
- Scottish Court Service
- NHS Lothian

How long do we keep your personal data?

We will not keep your information for any longer than is needed. The Council has a Record Retention Schedule which sets out how long we keep records and the reason why. To access our retention schedule please click on the link below:

https://www.midlothian.gov.uk/downloads/file/1632/business_classification_schemeretention_schedule

Further Information

You can find out more about how we use your information, the rights you have under the Data Protection Act, such as requesting access to your personal information, or your right to ask us to delete your information or stop using it, by referring to the overarching Midlothian Privacy Notice at www.midlothian.gov.uk/privacy