

How your personal Information is used by Democratic Services.

Here at Midlothian Council, 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 carry out Democratic Services. This activity is part of Finance and integrated Service Support provided by Midlothian Council.

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:

- Civic Government (Scotland) Act 1982

We provide Democratic Services to you as part of our statutory function as your local authority.

What kinds of personal data do we collect?

The personal data we collect might include your name, address, telephone number and email address or other information that identifies you. We will also collect what is called 'special category' data – that is, sensitive information such as previous convictions.

How do we collect your personal data?

We collect your personal data in many different ways. You might give us your personal data yourself, by entering your information in a form on the Council website or by contacting a Council officer in person, in writing or over the phone. We might also receive your personal data from other agencies or local authorities. If we share information regularly with another organisation, the conditions for sharing your personal data are set out in an Information Sharing Agreement.

How do we use your personal data?

In processing an intimation of a Public Procession and an application for a Public Charitable Collection, we may need to refer the application to the appropriate Council Committee, namely, the General Purposes Committee. This would only be done where objections or representations have been received. Only what is considered to be essential personal information will be included in the agenda, reports and minutes for the Committee. Some of this information will be published on our website. The Committee can decide to consider applications and make a decision in the absence of applicants.

In processing an application relating to Street naming and numbering, we will use your personal information.

In processing a claim form for expenses relating to your role as a Children's Panel member, we will use your personal information.

You may have signed up to receive information on Council Meetings and arrangements. We may hold your contact details on our Committee Management Information System (CMIS) to allow you to access public information such as Council agendas, minutes and reports.

Why do we share your personal data?

We share your personal data to allow the statutory consultees to make an informed comment on the application or intimation form you have lodged.

Your information may be shared with other Council Services such as planning and building standards, roads, information technology, finance, council tax. In addition, your information may be shared with external partners such as the emergency services, assessors department, Royal Mail and utility companies. Only the information which is essential to the processing of the application will be shared with any service/external partner.

We will also share your personal data with other public bodies and statutory consultees as required by law.

With whom do we share your personal data?

If necessary, we might share your personal data with other agencies and authorities, depending on the service being provided. We will only share your personal data if it is necessary to do so, and the appropriate conditions have been met.

The external bodies with whom we share Democratic Services information might include:

- Scottish Fire and Rescue
- Police Scotland
- Transport Scotland
- Royal Mail
- Joint Valuation Board
- Scottish Ambulance Service
- Utility Companies (for street naming and numbering purposes)

How long do we keep your personal data?

Your personal data is kept in line with Midlothian Council's Retention Schedule. The retention schedule sets out the kinds of information the Council creates and uses, how long it should be kept, and what should be done with it at the end of its 'life'. To access our retention schedule please click [here](#)

Further Information

You can also find out more about how we use your information to detect and prevent fraud or crime, information collected through our website, recorded telephone calls, CCTV, the rights you have under the Data Protection Act, and how to contact us by referring to the overarching Midlothian Privacy Policy.