

How your personal Information is used by Land and Countryside 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 Land and Countryside Services. This activity is part of Commercial Services 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:

- The Burial and Cremation (Scotland) Act 2016
- Scottish Public Services Ombudsman Act 2002

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**. If necessary, we might also collect what is called 'special category' data.

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?

We use your personal information so we can process your application for a burials/monuments including headstone permits. We process your information to fulfil our legal responsibilities, such as, maintaining registers of burials which take place, keeping records of plot owners in cemeteries and maintaining burial grounds. On occasions, we may keep your personal information within the Council's archives for evidential and historical reasons.

We also use your information to provide Leisure services such as bookings for our golf course, BBQs and events fields and so you can rent allotment spaces from us.

We may hold your information so we have an overall view of complaints and service requests so that we can improve our land and Countryside service offering.

We may keep your details on our Outdoor Festival Database so we can contact you by mail with information on future events. We will only keep your details if you have given us permission to do so.

We also hold contact details of our volunteers once permission has been gained to do so.

Why do we share your personal data?

We provide some of these services to you as part of our statutory function as a local authority. We may share information in regards to assisted funerals with our social work and legal services departments. Your personal information may be shared to allow inspections to take place in our rented allotment spaces. We only share plot holders contact details with the allotment society by means of signed annual permission from you. We also may also share information to provide a complaints handling service for partner organisations such as Melville Housing.

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.

Personal data is also shared between Midlothian Council services and Melville Housing if you are one of their tenants or have purchased a property previously owned by Melville Housing.

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.