

## How your personal Information is used by Property Asset 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 property Asset Services. This activity is part of Property and Facilities Management 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?

We provide these services to you as part of our statutory function as your local authority. Processing your personal information is necessary for the performance of a contract with you (or to take steps to enter into a contract with you). We may also use your personal information to assist you in finding a suitable commercial property to let or buy from us.

### 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**. For example if you have applied to lease a property from us we may request a copy of a utilities bill showing your home address and a copy of your passport or driving licence. Where necessary, we may include 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?

When you apply to lease a Council property, we use your information to run a credit check on you, or your company – with your written consent.

We also use it to help manage our commercial property and collect the correct rent in accordance with any relevant occupation agreement.

You may also choose to provide your information via our 'locate in Midlothian website' to enquire about our available properties and current developments. We will ask you for information to allow us to find a suitable Commercial property for you and will ask you for your contact details, business name, size of property you are looking for, use class and budget.

## Why do we share your personal data?

In order to enter into a leasing agreement with us we require to carry out a credit check, or tenant verification pre-check. We carry out our credit checks using an external rating agency called Equifax. Equifax carry out consumer searches to produce commercial reports in relation to tenancy applications for ltd and non ltd businesses. Equifax will use your information to search their consumer database. A record of this search will be visible on your credit report for 12 months. The search will not be visible to other companies who may access your personal information with Equifax during this period.

We will always ask your permission to carry out a credit check on your business.

## 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 information might include (any organisations with a star are mandatory):

- Equifax as stated above for credit checking purposes.

Personal data is also shared between Midlothian Council services.

## 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'. [Download our retention schedule \(Excel\)](#)

## 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.