

## How your personal Information is used by our Registration Service

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 the Registration of Births, Deaths, Marriages and Civil Partnerships. This activity is part of Customer and Housing Services provided by Midlothian Council. More information about the Customer and Housing Services privacy notice can be found at [www.midlothian.gov.uk/privacy](http://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:

- Registration of Births, Deaths and Marriages (Scotland) Act 1965
- Marriage and Civil Partnership (Scotland) Act 2014

#### What kinds of personal data do we collect?

The personal data we collect might include your **name, date of birth, address, National Insurance Number, or other information that identifies you**. If necessary, we might also collect what is called 'special category' data – that is, sensitive information such as medical/health information.

#### 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 data to allow you to register a life event such as a Birth, Death, Marriage or Civil Partnership. Midlothian Council also acts as a data processor for National Records of Scotland (NRS) and the Department of Work and Pensions (DWP) who are both data controllers. This means the Council processes your personal data on behalf of NRS and DWP. For further information please refer to the following links for the NRS and DWP Privacy Notices.

[NRS Privacy Notice](#)

[DWP Privacy Notice](#)

### **Why do we share your personal data?**

Midlothian Council act as a data processor for the National Records of Scotland and as such has a legal obligation to share your information with them.

We also share your information with the Department of Work and Pensions to enhance the customer journey and allows multiple government services to be informed of an event.

### **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 the Registration of Birth, Death, Marriage and Civil Partnership information might include (organisations with a \* are mandatory):

- National Records of Scotland\*
- Department of Work and Pensions

Personal data also might be shared between Midlothian Council services, including Schools.

### **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 on the link below:

[https://www.midlothian.gov.uk/downloads/file/1632/business\\_classification\\_schemeretention\\_schedule](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 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 Notice at [www.midlothian.gov.uk/privacy](http://www.midlothian.gov.uk/privacy).