

## How your personal Information is used by the Education Support 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 Educational Support Services. This activity is part of the Education Service provided by Midlothian Council. More information about the Education privacy notice can be found by clicking [here](#).

### 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 Education (Scotland) Act (1980)  
Standards in Scotland's Schools etc. (2000) Act  
Children and Young People's Act (2014)  
Education (Scotland) Act 2016  
Equality Act 2010

#### 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 on an application form/ spreadsheet which is submitted directly to our service. We might also receive your personal data from other agencies or local authorities, such as the GTCS, Further and Higher Education establishments, SCEL (Scottish College for Educational Leadership), our Local Authority partners and the Scottish Government. If we share information with another organisation, the conditions for this sharing your personal data are set out in an Information Sharing Agreement.

#### How do we use your personal data?

Your data may be used to match you successfully to a placement ie. Subject / experience specific, distance to travel from home, transport limitations, or to organise a Teacher Induction Scheme placement. It may also be that we extract personal information from course application forms and share with our Further/Higher Education partners for matriculation.

## Why do we share your personal data?

We share your personal data to ensure we provide the necessary information to organise suitable placements, probationary years, or to matriculate you on courses our linked establishments provide.

The sharing is necessary for the exercise of the Council's Education function under the Education (Scotland) Act 1980, Children (Scotland) Act 1995 and related legislation.

## 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 (organisations with a star are mandatory):

- SCEL: Scottish College of Educational Leadership
- GTC: General Teaching Council
- Other Local authorities
- Scottish Government
- Further/Higher Education establishments
- Educational services

Personal data also might be shared between Midlothian Council services, including Schools and Lifelong Learning and Employability 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'. 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 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 Notice [here](#)