

How your personal Information is used by the Education Service's Schools Team.

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 Management 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 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?

The Education service uses personal data to aid the governance of Education in Midlothian.

Why do we share your personal data?

To secure the safety and welfare of every child of nursery and school age and to ensure that they are afforded an equal opportunities education directed to the development of the personality,

talents and mental and physical abilities of the child or young person to their fullest potential. To recruit and manage Education staff operating within the learning estate. To investigate and resolve concerns and complaints from stakeholders.

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):

- SSSC: Scottish Social Services Council
- GTC: General Teaching Council
- SQA: Scottish Qualifications Authority
- SPSC: Scottish Public Services Ombusman
- SDS: Skills Development Scotland
- Other Local authorities
- Scottish Government

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

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](#)