

How your personal Information is used by Conservation and Environment, Planning Department.

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 Conservation and Environment (within Midlothian Council's Planning Department) services. This activity is part of the Planning service provided by Midlothian Council. [More information about the Communities and Economy Service privacy notice.](#)

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 Town & Country Planning (Scotland) Act 1997 (as amended by Planning etc (Scotland) Act (2006)

European Communities Act 1972

Planning (Listed Building & Conservation Areas)(Scotland) Act 1997

Historic Buildings and Ancient Monuments Act 1953

Ancient Monuments & Archaeological Areas Act 1979

Historic Environment (Amendment)(Scotland) Act 2011

National Heritage (Scotland) Act 1983

Financial Directions issued under Sections 26 (3), (3a) and (4) of the National Lottery Etc. Act 1993 (As Amended by the National Lottery Act 1998)

Community Empowerment (Scotland) Act 2015

What kinds of personal data do we collect?

The personal data we collect might include your **name, address, telephone number(s), bank account details, 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?

Information collected is used for the following purposes:

Supporting documents for the Midlothian Local Development Plan and South East Scotland Strategic Development Plan: Information is used to be aware of who is making particular comments on draft documents and to keep people informed of the production of particular documents. This information would only be shared with internal Council colleagues, and only where absolutely required.

Doors Open Day: Information and contact details (email/postal address, telephone numbers) are kept on which venues participate in the programme. The addresses of participating venues are widely distributed. Contact details of those promoting the venues are not circulated outside of the Conservation and Environment section.

Townscape Heritage (and former Townscape Heritage Initiative) and Conservation Area Regeneration Scheme work: Information is collected on property owners within scheme areas to know who is interested in seeking grant funding for the repair and restoration of buildings. This includes contact details, telephone numbers, and where grants are being offered, bank account details in order to efficiently process grant payments.

Community Planning (including the Midlothian Local Biodiversity Action Plan and Midlothian Biodiversity Partnership): Information is used to be aware of who is making particular comments on draft documents, keep people informed of the production of particular documents. Information is used to promote further Community Planning, the Environment and Biodiversity in Midlothian.

Why do we share your personal data?

Supporting documents for the Midlothian Local Development Plan and South East Scotland Strategic Development Plan: Personal information is not circulated outside of Midlothian Council. Sharing information can help to understand and respond better to issues raised by those contacting the Council.

Doors Open Day: Personal information is not circulated outside of Midlothian Council.

Townscape Heritage (and former Townscape Heritage Initiative) and Conservation Area Regeneration Scheme work: Names and contact details, but not bank account details, are shared with the Heritage Lottery Fund and Historic Environment Scotland in order to be able to access grant funding from them.

Community Planning (including the Midlothian Local Biodiversity Action Plan and Midlothian Biodiversity Partnership): Sharing information can help to promote further Community Planning, the Environment and Biodiversity in Midlothian.

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 Townscape Heritage and Conservation Area Regeneration Scheme information might include (organisations with a star are mandatory):

- Heritage Lottery Fund*
- Historic Environment Scotland*

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'. [Our retention 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](#).