

How your personal Information is used by the Community Safety 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 investigations into complaints of antisocial behaviour. This activity is part of the Community Safety Service provided by Midlothian Council. More information about the Adult health and Social Care privacy notice can be found at 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:

- Antisocial Behaviour Etc (Scotland) Act 2004
- Data Protection Act 1998
- Regulation of Investigatory Powers (Scotland) Act 2000
- Housing (Scotland) Act 2001
- Housing (Scotland) Act 2014 (when enacted)

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, via e-mail 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 information as a means of gaining all the relevant information required in the investigation of a complaint of antisocial behaviour. To ensure we have an accurate picture of all aspects of your case we may share information with other organisations also involved in your case. Any information obtained is treated in confidence and will only be shared as required.

Why do we share your personal data?

Community Safety is about ensuring everyone has the right to live in safe and secure communities with reduced antisocial behaviour; incidence of crime and fear of crime.

Under section 1 of the **Antisocial Behaviour Etc (Scotland) Act 2004**, Midlothian Council and the Chief Constable of Police Service of Scotland are required to produce a Joint Strategy for dealing with antisocial behaviour in their council area. A key element of this strategy is the sharing of information between 'relevant authorities' who have 'an interest in dealing with antisocial behaviour'.

Section 139 of the Act makes specific provision for the disclosure and sharing of information between the Local Authority, the Chief Constable and Registered Social Landlords, where it is necessary or expedient for the purposes of the Act or any other enactment connected with antisocial behaviour or its effects. It puts beyond doubt the power of each partner to share information for the purpose of tackling such behaviour.

The sharing of information between partners ensures a collaborative approach to managing antisocial behaviour.

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 antisocial behaviour case information might include (organisations with a star are mandatory):

- Police Scotland*
- Scottish Fire and Rescue Service
- Housing Associations

Personal data might also be shared between Midlothian Council services, including Housing, Social Work and 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

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