

How your personal Information is used by Risk Safety and Civil Contingencies.

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 Risk Safety and Civil Contingency services. This activity is part of Commercial Services provided by Midlothian Council.

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:

- Health and Safety at Work etc. Act 1974
- Fire (Scotland) Act 2005
- Civil Contingencies Act 2004 (Contingency Planning) (Scotland) Regulations 2005

What kinds of personal data do we collect?

The personal data we collect might include your **name, date of birth, address, 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 Council record details of those involved in work related incidents, these incidents are held for our own records to enable trend analysis of incident types and to prioritise action to reduce particular incident types. This analysis will be carried out without the use of any personal descriptor.

Personal data will also be used to identify particular employees by occupation and potential hazard exposure to enable those require occupational health surveillance or fitness testing to be completed.

The Service also hold contact information for those who may be required to support the Council to respond to a Civil Contingencies Incident in accordance with the Council's obligations as a Category one responder.

Why do we share your personal data?

The Council has a legal obligation to share information with the Health and Safety Executive where an employee is subject to a condition reportable under the terms of the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations.

The Council also have a legal duty to carry out written Fire Risk Assessments for properties meeting the requirements to have such an assessment as set out within the Fire (Scotland) Act 2005. These assessments will identify the name of the Fire Risk Assessor and the Head of Establishment (Identified as the Responsible Person in Fire Safety Legislation).

To enable a timeous and efficient response, it is essential that key officers can be communicated with. The information collected for the Emergency Contacts Directory is:

- Name
- Designation
- Office number
- Work mobile number – though some colleagues choose to supply personal mobile numbers
- Home number – where the individual is happy to supply it.

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 details include (organisations with a star are mandatory):

- The Health and Safety Executive*
- The Scottish Fire & Rescue Service*
- The Council's Occupational Health Provider*
- Midlothian Council and East Lothian Council Contact Centre*
- Police Scotland*
- Scottish Ambulance Service*
- National Health Service*
- Scottish Environment Protection Agency (SEPA)*
- Coastguard*
- Scottish Power*
- Scottish Water*
- SGN*
- British Telecom*
- Network Rail*

Your information is entered in the Emergency Contacts Directory and the document is made available only to each Midlothian Council colleagues contained within the list plus the Midlothian

and East Lothian Council Contact Centres. A copy is held on a council network drive with access only to those on the distribution list. The East Lothian Council Contact Centre receives a copy by email. The two Contact Centres are included in the distribution as a back up to ensure that contact can be made with the appropriate officer(s) for emergency purposes on a 24 hour basis.

If necessary, we might share your data with other agencies if it was necessary to do so for emergency purposes but this would not include non-work related contact information.

Personal data is also 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'.

[Our retention 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 Policy](#).