

How your personal Information is used by Procurement.

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 Procurement. This activity is part of Finance and Integrated Service Support 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:

- Public Contracts (Scotland) Regulations 2015
- Procurement (Scotland) Regulations 2016
- EU Directives

What kinds of personal data do we collect?

The personal data we collect might include your **name, address, telephone number and email address or other information that identifies you.**

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?

We process your information for the provision of Procurement services such as tendering for suppliers and setting up contract arrangements.

Why do we share your personal data?

We share your information in order to provide good quality services and meet our legal obligations, we may share your personal data with other agencies and authorities. Your information may be shared externally with our public sector framework providers.

Information provided for procurement and contracts is also shared internally with departments such as digital services, finance, legal and audit.

We will only share your personal data if it is necessary to do so, and the appropriate conditions have been met.

With whom do we share your personal data?

The external bodies with whom we share (enter organisations here) information might include (organisations with a star are mandatory):

- Audit Scotland
- Police Scotland
- Private sector providers

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](#).