

How your personal Information is used by Catering, Cleaning and Janitorial Services.

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 Catering, Cleaning and Janitorial Services. This activity is part of Property and Facilities Management 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:

- Food Safety (Scotland) Regulations 2005
- The Schools (Health Promotion & Nutrition)(Scotland) Act 2007

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**. If necessary, we might also collect what is called 'special category' data. This could be medical/health information such as special diet requirements for school meal catering.

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 may use your personal information to identify any special diet requirements for school meals.

Your personal information is also stored on our online ParentPay system to allow school meal payments to be made and identify free school meal entitlements. Our ParentPay system holds information such as school meal charges, meal numbers, dietary requirements, parent/guardian contact names, account information and free meal entitlement details.

If you are an employee of Midlothian Council in Facilities Management we will hold your emergency contact details, uniform requirements and information surrounding employee course attendance and award/certificate if applicable.

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.

Personal data may also be 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 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 Policy](#).