

How your personal Information is used by the Midlothian Arrest Referral Service

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 Arrest Referral services. This activity is part of the Community Justice service provided by Midlothian Council. More information about the Adult Health and Social Care service privacy notice can be found by clicking 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:

- Crime and Disorder Act 1998
- Criminal Procedure (Scotland) Act 1995
- Criminal Justice (Scotland) Act 2016
- Mental Health (Care and Treatment) (Scotland) Act 2003
- Data Protection Act 1998

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 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 to assist you in reducing your offending 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?

Information and details discussed with Arrest Referral worker are confidential. Information will be shared, only with your agreement, with other agencies to assist with resolving issues that may contribute to your offending. However, if you disclose information about your circumstances that we believe is likely to lead to your safety or the safety of others being placed under unacceptable risk we are duty-bound to inform appropriate organisations to ensure your/others continued safety.

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 Arrest Referral service information might include (organisations with a star are mandatory):

- NHS Lothian
- Police Scotland
- Change, Grow, Live

Personal data also might be shared between Midlothian Council services, including Schools.

How long do we keep your personal data?

Your personal data is kept in line with CGL and Midlothian Council's Retention Schedules. The retention schedules set out the kinds of information CGL and 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:

www.midlothian.gov.uk/downloads/file/1632/business_classification_schemeretention_schedule

<https://www.changegrowlive.org/privacy-notice>

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