

## How your personal Information is used by Financial 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 Financial Services. 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:

- Local Government (Scotland) Act 1973
- Local Government (Scotland) Act 1975
- Local Government etc. (Scotland) Act 1994

#### 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**. We may also collect what is called 'special category' data – that is, sensitive information such as health/medical information including details of injuries and Date of Birth.

#### 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 or from other internal Council Services. 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 personal information for the purpose of administering financial services such as the employee car leasing scheme and assessing eligibility for compensation claims.

#### Why do we share your personal data?

We share your personal data with internal council services and with our external insurance claims handlers to allow the progression and investigation of insurance claims made for loss, injury or damage.

### **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 your information with might include (organisations with a star are mandatory under the relevant legislation):

- External Claims handlers
- Insurers
- External Auditors and regulators
- Solicitors
- Insurance Brokers

Personal data is also shared between Midlothian Council services.

### **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'.

[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.