

Volunteering with Midlothian Council Privacy Notice

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.

Our Privacy Promise

We promise to collect, process, store and share your data safely and securely.

Why do we need your personal information and what do we do with it?

You are giving us your personal information to allow us to effectively manage and administer your volunteering relationship with us including the administration of your volunteering agreement (charter) and voluntary arrangements to support the delivery of Council services.

Throughout the lifetime of your volunteering role with Midlothian Council the information you provide will be used for the following purposes:

- Your name, national insurance number and contact details, including your home address, telephone numbers and email address will be used to identify you and communicate with you as necessary. Including your employee number if you are an existing employee of Midlothian Council.
- The details you provide for your emergency contact will only be accessed and used in an emergency situation.
- The details you provide will be held on the councils ITrent system which enables the Council to monitor the number and location of volunteers across the organisation.
- During the voluntary recruitment process or at times during your volunteering role, information may be gathered to assess your suitability to perform specific roles such as PVG and disclosure checks. In addition, information will be gathered to check eligibility for the role. Some roles may require volunteers to have Disclosure checks or PVG checks made against them. In these cases the council will process information regarding criminal convictions (and any police intelligence regarding suspected criminality included in a PVG check) to assess your suitability for the voluntary role in question.
- Information in relation to skills, previous experience, interests including information received from your nominated referees may be required in order to validate the activities that you are required to undertake as part of the voluntary role.
- Personal banking details are required in order to process and reimburse volunteers' expenses e.g. travel expenses.

- Records of training undertaken to complete the volunteer role. E.g. manual handling, driving permit etc.
- As an organisation we have a duty of care to avoid exposing volunteers to risks in relation to the health and safety. Information in respect of your health and safety may be gathered at different times via statutory health assessments or as a result of our recruitment process. This information is captured to ensure that we comply with our statutory responsibilities.
- During your volunteering role, you may be invited to disclose personal characteristic information as defined in the Equality Act 2010 and other equalities related information. This information is used for statistical monitoring of the composition of Midlothian Council's workforce.
- In some circumstances a volunteer may engage in people management policy processes, such as resolution and complaints etc. In such circumstances, personal information may be disclosed by individuals and recorded in case notes.
- During the course of your volunteering role, use of council equipment and premises may result in the collection of other data. This includes;
 - Dialed telephone numbers and the date, time and duration of incoming and outgoing calls.
 - Websites visited, including date, times of visit.
 - Emails sent and received, including dates, times, subject, recipient and sender.
 - Details of any media files stored on our network
 - The use of unencrypted usb devices
 - System login times
 - Door entry system recordings
 - CCTV footage
 - File and application access
 - Vehicle tracking
 - Voicemail

This information may be used for surveillance purposes and adherence to Council Policies.

Some volunteers may also be service users. We process information on service users (including service users who are also volunteers) in accordance with the privacy statements published for the various services we provide and volunteers should consult those service delivery privacy statements for details of this processing.

Legal basis for using your information

Processing your personal information is necessary so we can enter into an agreement with you as a volunteer. If you do not provide us with the information we have asked for then we will not be able to manage the voluntary placement with you. Some information needs to be shared with external bodies because the council is under a legal obligation to do so. For example information in relation to Health and Safety.

Who do we share your information with?

We are legally obliged to safeguard public funds so details will be checked internally for fraud prevention and verification purposes and may be shared with other public bodies for the same purpose. We are legally obliged to share certain data with other public bodies such as HMRC and will do so where the law requires this; we will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and proportionate. Information is also analysed internally in order to provide management information, inform service delivery reform and similar purposes. This is in accordance with the council's Information Use and Privacy Policy, the privacy statement set out in full on our website, and the provisions of our Records Management Plan approved in terms of the Public Records (Scotland) Act 2012.

In some circumstances there will be a requirement to share some information with organisations external to Midlothian Council:

- Information gathered in respect of accidents at work may be shared with the Health and Safety Executive (HSE) as required.
- Your personal details may be shared with the council's insurance provider for the purposes of insurance policies held by the council in respect of Employers Liability Insurance and other insurance purposes as necessary.
- If at any time during or subsequent to your volunteering role you exercise your rights to enter into a dispute via the courts system we may be required to share information in relation to your voluntary role with the courts or legal representatives as required.
- Midlothian Council is subject to freedom of information ("FOI") legislation. Sometimes we receive requests which seek disclosure of information about numbers of volunteers. Such requests are assessed carefully and we will only release information in response to FOI requests if doing so is compatible with our obligations under data protection law. In addition we may report as part of community planning partnerships on outcomes relating to volunteering.
- Some volunteers may be invited, as part of their duties, to attend or speak at council committees or subcommittees. If these meetings are webcast then images of the meeting (including the attendance or contribution of officers attending) may be published on the council's website.
- If as a Midlothian Council volunteer you apply for a job and cite Midlothian Council employee(s) as referee(s) we may have to provide information relating to voluntary role history.

- If you are registered with “Volunteer Midlothian” they may share, with your permission, your details for the purpose of supporting and securing council reporting.

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 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 Statement.