

How your personal Information is used by the Spring 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.

The information below provides a **general** description of the kinds of personal data we collect in the Spring service as we work to provide a service which is relevant to participants needs.

This activity is part of the Adult Health and Social Care service. More information about the Adult Health and Social Care privacy notice can be found at 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:

- Social Work (Scotland) Act 1968
- General Data Protection Regulation

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.

Only relevant data will be collected for the purposes outlined below (how do we use your personal data).

How do we collect your personal data?

We collect your personal data in many different ways. You might give us your personal data yourself or we might also receive it from other agencies or local authorities e.g. through the referral form or if we contact them, with your permission, following the initial appointment.

How do we use your personal data?

We use your personal data to complete initial paperwork and assessments, to ensure the Spring service is suitable for your needs. We will also use your personal data, with consent, to support you to access other services suitable to your needs.

Information will also be used to inform a risk and needs assessment, to ensure the safety of you, staff and other participants at Spring.

Why do we share your personal data?

- To ensure you receive a service which is best suited to your needs and circumstances
- To ensure the health and safety of staff providing your support and other participants at the group
- To monitor and improve services

With your consent we may also share information with other services (see below) whom you are working with, to inform their assessments and ensure you are able to access services suitable to your needs.

In certain circumstances it may be necessary to share information with other services without consent, for the purpose of maintaining your own or someone else's safety. Where possible you will be informed if this is required.

With whom do we share your personal data?

We might share your personal data with other agencies and authorities for the purposes outlined above.

In general, the external bodies with whom we might share information include:

- All staff within the Spring service
- The agency who referred you to Spring
- NHS staff or other Health professionals involved in your care
- Social Work services who are involved with you or your family e.g. Criminal Justice, Children and Families or Adult services
- Third sector organisations who are able to provide a service or advice relevant to you e.g. Women's Aid, MELD, SMS, Change Grow Live
- Services in other local authorities if you move out of the area

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'. To access our retention schedule please click on the link below:

https://www.midlothian.gov.uk/downloads/file/1632/business_classification_schemeretention_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 Notice at www.midlothian.gov.uk/privacy