

How your personal information is used by the Midlothian Health and Social Care Partnership (Public Engagement)

We promise to collect, process, store and share your personal data safely and securely. Under the Data Protection Act 2018, you have a right to know how we do this.

What personal information do we collect?

We may ask you about information that can identify you, either on its own, or with other information e.g.

- Post code, Age/date of birth, Gender, Racial origin
- Experience and views on your treatment and care for your physical and mental health
- Health condition, care needs or caring status

Why do we need your personal information? How will we use it?

We only collect personal information if we need it to create a service or monitor, review and improve the services we deliver. We might use your information to give you feedback about any engagement.

We may use it to group responses to see if there are differences in people's experiences or opinions.

We will only publish findings in an anonymous manner and you won't be identified in any report. Unless we have specifically asked you about doing this.

We may publish reports on the Midlothian Council website or our Social Media.

How will we collect your information?

We could collect it directly or indirectly.

- Directly – e.g. if you fill in a survey, speak to an interviewer face to face or attend a focus group.
- Indirectly – e.g. if a service we commission produces a report on what they have been doing this may include information about services you have used or your views on them.

Do you have to give us personal information?

No – you can choose if you want to take part in any engagement activity - so you don't need to give any information if you don't want to. By taking part you are helping us improve Health and Social Care services in Midlothian.

Are we allowed to collect your personal information?

Yes - Article 6(d) of the GDPR 'public task' is the lawful basis for us processing information when we undertake public engagement if this is in the public interest as it will help us shape and plan our services.

Will we share your personal information with anyone?

Your personal data may be shared with other departments in the Health and Social Care Partnership or organisations we work with if we have a legal basis to share it. We will only do this if it will help to improve our health and social care services and we will only share the minimum information needed.

There may be other circumstances where we would share your personal information with a third party – such as if we are required to do so by law to safeguard public safety or if there was a of harm or emergency. Only the minimum information for the purpose will be shared. If we do we will notify you and explain the legal basis which allows us to do so.

How long do we keep your personal information?

Your personal information will be kept securely – e.g. on an encrypted drive or in a locked drawer. Midlothian Council's Retention Schedule sets out how long it we will keep it, and what will be done with it at the end of its 'life'. For more information go to www.midlothian.gov.uk/retentionschedule

More information

You can find out more about your rights under the Data Protection Act at www.midlothian.gov.uk/privacy. This privacy notice is under Adult Social Care Services.

This includes you rights to request that we amend or erase your personal information.

We may update or revise this Privacy Notice at any time so please refer to the version published on our website for the most up to date details.