

## Scottish Milk and Healthy Snack Scheme Privacy Notice

### How your personal Information is used by Midlothian Council.

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 administer the Scottish Milk and Healthy Snack Scheme on behalf of the Scottish Government. There is more information about the scheme available on the Scottish Government's website.

[Milk and Healthy Snack Scheme \(gov.scot\)](https://www.gov.scot)

### Our Privacy Promise

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

#### What lets us collect your information?

We are collecting and using this information to comply with Scottish Government requirement to administer the Scottish Milk and Healthy Snack Scheme on its behalf. We will act under the legislation noted below:

- The Milk and Healthy Snack Scheme (Scotland) Regulations 2021 (as amended)

#### What kinds of personal data do we collect?

The personal data we collect might include your **name, address, bank account details, records of children's attendance, eligibility and entitlement** and any other information the Scottish Government reasonably requires us to gather to administer the scheme.

#### 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?

The information you provide will be used for the purpose of checking and verifying your childcare setting's eligibility for the Scottish Milk and Healthy Snack Scheme, completing the registration

process and calculating and making payments. Your information will also be used for auditing and reporting purposes.

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

The sharing is necessary for the exercise of the Council's duties under the Milk and Healthy Snack Scheme (Scotland) Regulations 2021, as amended.

### **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 Milk and Healthy Snack Scheme (Scotland) Regulations 2021, as amended, specify that we must share your information, on request, with the Scottish Government, Care Inspectorate and other local authorities.

### **How long do we keep your personal data?**

We will endeavour to keep your information accurate and up to date and not keep it for longer than is necessary. Through our role administering the Scheme we must keep records for a period of six years after the claim year to which it relates.

### **Further Information**

You can also 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](#).