

Children, Young People and Partnerships

Privacy Notice for Pilot Period Product Home Delivery Service

How your personal Information is used by the Pilot Period Product Home Delivery 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.

This privacy notice explains the information we need in order to carry out our duties in terms of the Period Products (Free Provision) (Scotland) Act 2021. This activity is part of the Education and Communities Service provided by Midlothian Council. More information about the Education privacy notice can be found by clicking [here](#).

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:

The Education (Scotland) Act (1980)
Standards in Scotland's Schools etc. (2000) Act
Children and Young People's Act (2014)
Education (Scotland) Act 2016
Equality Act 2010
Period Products (Free Provision) (Scotland) Act 2021.

What kinds of personal data do we collect?

The personal data we collect might include your **name, age bracket, address, or other information that identifies you.**

How do we collect your personal data?

We collect your personal data in different ways. You are likely to give us your personal data yourself through online ordering with our partner Hey Girls via electronic tools, or by entering your information on an application form/spreadsheet which is submitted to our partner Hey Girls and then to Midlothian Council for order approval. Hey Girls will also pass your order information to their home delivery partner. If we share information with another organisation, the conditions for this sharing your personal data are set out in an Information Sharing Agreement.

How do we use your personal data?

Your data will be used to place a free period product delivery via Hey Girls, which will then will be delivered to you via the home delivery partner e.g. Royal Mail.

Why do we share your personal data?

We share your personal data to ensure we provide the necessary information to complete your free period product home delivery order and report back to our funders at the Scottish Government. Information for reporting purposes will be anonymised.

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 information might include (organisations with a star are mandatory):

- Hey Girls
- Home Delivery Service e.g. Royal Mail
- Other Local authorities
- Scottish Government
- Educational services

Personal data also might be shared between Midlothian Council services, including Schools.

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:

[Business Classification Scheme/Retention Schedule](#)

[Hey Girls also have a privacy statement.](#)

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](#).