

## How your personal information is used by Strategic Transport Planning.

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 Strategic Transport Planning services. This activity is part of the Strategic Transport Planning services provided by Midlothian Council. [More information about the Communities and Economy Service privacy notice.](#)

### Our Privacy Promise

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

We are committed to the principles set out in data protection legislation:

- We only collect information that we need
- We keep your personal information secure
- We don't keep your information for longer than we need to
- We tell you why we need your information and what we will do with it
- We collect accurate information and, where necessary, keep it up to date
- We don't use your information for a different reason than the one we have told you about. The exception to this is if we must do so by law e.g. for the purposes of providing Child Protection and Safeguarding Services.

### What lets us collect your information?

If we work with you, we will be acting under some, or all, of the legislation noted below:

- Planning (Scotland) Act 2019
- Environmental Assessment (Scotland) Act 2005
- Equality Act 2010

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

The personal data we collect might include your **name, address, contact information or other information that identifies you**. For the purpose of public and stakeholder engagement processes e.g. in the form of surveys, we might also anonymously collect what is called 'special category' data – that is, sensitive information such as medical/health information. As

part of our Integrated Impact Assessment process under the Equality Act 2010, we may seek to collect information on protected characteristics including:

- Age
- Disability
- Sex
- Race
- Gender reassignment
- Religion or belief
- Marriage and civil partnership
- Sexual orientation
- Pregnancy and maternity
- Socio-economic status

### **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, through a survey conducted by or on behalf of the Council or by contacting a Council officer in person, in writing or over the phone.

### **How do we use your personal data?**

If you have contacted Midlothian Council with a service request, complaint or other enquiry, an officer within the Strategic Transport Planning team may require your personal contact information as a means to respond to you.

We may share your personal information such as name and contact information with key agencies, consultants or other third-party contractors in order to provide a service. For example, if you have contacted us about a refund for a charging session using an electric vehicle charger hosted by Midlothian Council, it may be necessary for officers to confirm your account information with our back-office provider/s in order to review your account sessions and instruct a refund.

If you are representing a stakeholder group or organisation whom we wish to consult with on projects, we may share your personal contact information such as your name and email address with consultants in order to invite you to attend an event or respond to our consultation.

Aside from consultation with stakeholder groups and organisations, all data we intentionally collect through wider public consultation processes will be anonymous. The data we collect via surveys will be used to inform the development of transportation-related strategies, policies and projects including Midlothian's Local Transport Strategy, Active Travel Strategy, EV Charging Strategy, associated policies and delivery programmes.

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

In some cases, consultants will carry out work and process personal data on the Council's behalf to help deliver services. Information sharing between the Council and external consultants may include sharing stakeholder contact information for the purposes of conducting a consultation for a project or sharing survey data relating to a project. This allows us to ensure that the views of stakeholders can effectively inform all of Strategic Transport Planning services. If we share information regularly with another organisation, the conditions for sharing your personal data are set out in an Information Sharing Agreement.

Anonymised special category data and part postcodes are collected to identify issues which are specific to a particular geographic area in Midlothian or that are held by a particular group of people (e.g. age group or disability). This data is collected with the aim of helping to improve transportation infrastructure and services for Midlothian communities – knowing that these views are held by particular a group means we can better target beneficial planning interventions.

To aid proportionality and to avoid consultation fatigue amongst communities, anonymised data collected by online surveys and/or workshop activities for the purpose of one project may be shared with other Council departments or other consultants for the purposes of other related projects. For example, anonymous survey data which was gathered for the Active Travel Strategy may be shared with officers and consultants responsible for delivering the Local Transport Strategy. Sharing your anonymised data in this way enables collaborative and effective joined-up working and avoids duplication of efforts, preventing members of the community being surveyed multiple times for similar purposes.

## **With whom do we share your personal data?**

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

If necessary, we might share your personal data with other agencies and authorities and external contractors such as consultants, 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.

## **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](https://www.midlothian.gov.uk/downloads/file/1632/business_classification_schemeretention_schedule)

## Further Information

You can find out more about Midlothian's privacy policy by clicking [here](#).

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 [here](#).