

How your personal Information is used by Team Around the Child (TATC)

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 TATC services. This activity is part of the Children's Services provided by Midlothian Council.

Our Privacy Promise

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

What lets us collect your information?

Team Around the Child process personal data under Article 6(1)(e) UK GDPR where processing is necessary for the performance of a task carried out in the public interest as part of our official functions in education and children's services.

Where special category personal data is processed, the Council relies on Article 9(2)(g) UK GDPR - Substantial Public Interest.

This condition is supported by Schedule 1, Part 2, Paragraph 6 of the Data Protection Act 2018 (Statutory and Government Purposes). Where information is processed to safeguard a child or young person from harm or risk of harm, Schedule 1, Part 2, Paragraph 18 (Safeguarding of Children and Individuals at Risk) may also apply.

This processing aligns with the Getting It Right for Every Child (GIRFEC) framework, ensuring that children receive the right support at the right time.

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

- Education (Scotland) Act 1980, which places responsibilities on local authorities to promote and support the education and wellbeing of children.
- Children (Scotland) Act 1995, which sets out duties to safeguard and promote the welfare of children in need.
- Additional Support for Learning Scotland Act 2004

What kinds of personal data do we collect?

The personal data we collect might include your **name, date of birth, address, Scottish Candidate Number (SCN), Community Health Index Number (CHI) 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.

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 and share your personal data?

We use and share information about children, young people, parents and carers to:

- Assess needs and identify appropriate support.
- Plan and coordinate services across agencies.
- Safeguard and promote the welfare of children and young people.
- Monitor and review progress against agreed actions.
- Ensure services are provided effectively and efficiently.

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

- MYPAS
- Children's 1st
- Home Link
- Play Therapy Base
- Play Midlothian
- Y2K
- Sure Start
- Art Link
- Barnardo's
- NHS Lothian
- Richmond Hope

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'.

[Our Retention Schedule](#)

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 Statement](#).