

How your personal information is used by Lifelong Learning and Employability

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 deliver our programmes, record attendance, equality information, participation, progression and impact, comply with local and nationally funded programmes. This activity is part of the Education service provided by Midlothian Council.

[More information about the Education privacy notice.](#)

Our Privacy Promise

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

What lets us collect your information?

We deliver a number of learning and employability programmes where we must comply with rules about who can access the service(s) and how we record information. We are required to show that our service is having an impact on those using it and to record their achievements through:

- Education (Scotland) Act 1990
- The Requirements for Community Learning and Development (Scotland) Regulations 2013
- Equality Act 2010
- Post-16 Education (Scotland) Act 2013
- Children & Young People (Scotland) Act 2014

What kinds of personal data do we collect?

The personal data we collect might include your **name, date of birth, address, National Insurance number, 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 or through webhosted registration for example Eventbrite. 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?

Your personal data may be used so that Lifelong Learning and Employability can undertake its main function of delivering programmes for children, young people, adults and families which enables them to develop skills for learning, life and work. These include:

- Recording attendance, participation, progress and achievement for the service and external agencies and funding bodies
- Destinations of young people aged 14-25
- Information on staff and volunteers

- Participants on work experience
- Booking on programmes through webhosted registration systems such as Eventbrite

Why do we share your personal data?

We might share your personal data in order to effectively deliver our services. This might be because another agency has been contracted to provide a service, or because responsibility for particular services is shared across multiple agencies or authorities, such as child protection, and children's health services.

Specific information about how and why your personal data is shared is covered in service-specific Privacy Notices.

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 Lifelong Learning and Employability information might include (organisations with a star are mandatory):

- Central government or government agencies
- Other local authorities
- Skills Development Scotland
- Education Scotland
- NHS
- Police and courts
- External Awarding Bodies including SQA
- National and third sector training providers
- Charities and third sector partner organisations
- Educational establishments including colleges and universities
- Software suppliers including Cognisoft and Iconi

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 \(Excel\)](#)

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 Council Privacy Notice](#).