

How your personal information is used by Midlothian schools using the Glasgow Motivation & Wellbeing Profile survey.

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 to carry out the Glasgow Motivation & Wellbeing Profile survey. This activity is carried out as part of the Education Service provided by Midlothian Council to assist in meeting its obligations to monitor and support children's wellbeing in an educational setting. More information about the services provided can be found on our [Education Service privacy notice](#).

Our Privacy Promise

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

What lets us collect your information?

We collect and process personal data for the Glasgow Motivation & Wellbeing Survey under the following lawful basis:

- Public Task (UK GDPR Article 6(1)(e)): The 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.

We will be acting under 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.

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

What kinds of personal data do we collect?

The personal data we collect might include your **name, date of birth, address, 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 your personal data?

The personal information we collect is required to support the wellbeing and sense of belonging of children and young people attending Midlothian schools. And to help schools develop their approach to improving pupil wellbeing.

With whom do we share your personal data?

It is not our intention to share personal data collected by the survey.

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.'

[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 Notice.](#)