

Privacy Notice – Operational Services – WebAspx and waste collection spreadsheets

Information held about you

West Lothian Council will collect personal information about you. This information will be:

- Your address – the system holds all addresses in West Lothian, but without further details of residents at that address
- If someone at your address is eligible for an assisted take-out, requires a clinical waste uplift, or requires additional waste capacity, we will record that these are required at this address.

Who is processing my data?

All personal information is held and processed by West Lothian Council in accordance with data protection law.

How will we use information we hold about you?

This information will be used to manage your domestic waste collection service.

Who we will share your information with?

We will not share the details of your request, but may respond to enquiries to explain that your extra bin has been approved.

How long do we keep your records?

We will keep your information for as long as you require the service.

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended if incorrect or, in some circumstances, erased.

To make a request for information, amendment or erasure, you will need to put your request in writing and provide proof of identification to West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF

Email – DataProtectionOfficer@westlothian.gov.uk

Providing accurate information

It is important that we hold accurate and up to date information in order that your collection can be made.

Further information

If you have any questions or concerns about how your information is used, please contact David Goodenough at West Lothian Council, Whitehill Service Centre, 4 Inchmuir Road, Whitehill Industrial Estate, Bathgate, EH48 2EF, email waste.services@westlothian.gov.uk. You can also contact the Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF, email:

DataProtectionOfficer@westlothian.gov.uk. More information about data protection and how it applies to you, including how to make a complaint, is available from the [Information Commissioner's Office](#)