

Privacy Notice – Customer & Community Services Lettings

Information held about you

West Lothian Council will collect the following personal information about you and your group:

- Group Name (where applicable)
- Name of responsible person
- Address of responsible person
- Telephone number and/or email address of responsible person

We will use this information to send your payment invoices and contact you with queries or information required for your event booking.

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?

We will use your information in order to process your request to book an event.

Who we will share your information with?

Your information is shared with the Management Committee of the Community Centre where your booking is being held.

How long do we keep your records?

We keep a record of your information for 5 years after your booking.

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 to the Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF

Email – dpo@westlothian.gov.uk

Providing accurate information

It is important that we hold accurate and up to date information about you in order to arrange your booking. If any of your details have changed, or change in the future, please ensure that you tell us as soon as possible so that we can update your records.

Further information

If you have any questions or concerns about how your information is used, please contact the Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF or email dpo@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](#)