

# **Privacy Notice – Operational Services – Friends of parks groups**

## **Information held about you**

West Lothian Council will collect personal information about you. This information will be as detailed in the survey and include:

- Name, email address, phone number, postal address (only if no email), which group you represent (if applicable)

We will use this to send out minutes from meetings, to update you about the park and inform you of meetings and events associated with the park.

## **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?**

To send out minutes from meetings, to update you about the park and inform you of meetings and events associated with the park.

## **Who we will share your information with?**

We will only share this information with West Lothian Council colleagues to carry out any requests.

## **How long do we keep your records?**

For the duration of your involvement in the park (we will ask every year if you want to stay involved)

## **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](mailto:DataProtectionOfficer@westlothian.gov.uk)

## **Providing accurate information**

It is important that we hold accurate and up to date information in order that we can keep you informed.

## **Further information**

If you have any questions or concerns about how your information is used, please contact Andy Johnston at West Lothian Council, Whitehill Service Centre, 4 Inchmuir Road, Whitehill Industrial Estate, Bathgate, EH48 2EP, email [andy.johnston@westlothian.gov.uk](mailto:andy.johnston@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](mailto: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](#)