

Privacy Notice – Operational Services – Permit applications (scaffolding, road opening applications - S56, roadworks - S109, skip permits)

Information held about you

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

- The information you provided on the form - your name, address, telephone number and email address.
- Contractor contact details

We will use this information to assess your application.

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 this information to assess your application and contact you for further information if required. We will also use it to keep you informed of the progress of your application.

Who we will share your information with?

We will only share this information with West Lothian Council colleagues to assess your application.

How long do we keep your records?

For S56 and S109, we will keep your information for a period of six years following completion of the work.

For scaffolding and skip permits, we will keep your information for a period of one year after your application is approved.

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 account remains accessible.

Further information

If you have any questions or concerns about how your information is used, please contact Graeme Malcolm at West Lothian Council, Whitehill Service Centre, 4 Inchmuir Road, Whitehill Industrial Estate, Bathgate, EH48 2EP, email graeme.malcolm@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](#)