

Privacy Notice – Operational Services – Representatives of community 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, phone number, address (only if no email), which community group you represent

We will use this to contact you with open space updates, relevant events, funding information, information from national bodies and information from similar groups.

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 contact you with open space updates, relevant events, funding information, information from national bodies and information from similar groups.

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?

We will keep your information for the duration of your post representing the group

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 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. 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](#)