

Privacy Notice: Corporate Property Management

Information held about you

Property Management & Development will hold the following personal information about any tenants that are currently letting a commercial property with West Lothian Council.

- Details about you; Name, Address, Postcode, Date of birth, Gender, Phone number, email address.
- Bank account details

Who is processing my information?

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?

Personal information held by West Lothian Council on members of the public that have a corporate lease in place will be used for the correct management and billing of the corporate property in line the signed Tenancy agreement and Local Government Scotland Act 1994.

Who we will share your information with?

We will only share information with another organisation where it is necessary, either to comply with a legal obligation or to fulfil its landlord duties. For example billing information will be shared with (C Series BottomLine) for the processing of BACS payments and Direct Debts.

How long do we keep your records?

The council will only keep your information for as long as necessary but no longer than for the duration of the tenancy plus 20 years. External service providers will be under obligation to destroy all record of personal information at the end of any works to which those records relate.

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 or, in some circumstances, erased if incorrect.

To request a copy of your records, please contact us at:

Email: dpo@westlothian.gov.uk

Address: Data Protection Officer, West Lothian Civic Centre, Howden South Rd, Livingston EH54 6FF

You also have a right to make a complaint about our handling of your personal information to:
The Information Commissioner's Office (<https://ico.org.uk/>)