

# **Privacy Notice – Operational Services – Community Growing Groups**

## **Information held about you**

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

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

We will use this data to send out information associated with your initiative, in order to provide you with support; we may also share this information to enable you to access further support and for other people to join your initiative.

## **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 updates associated with community food growing, information on events, updates from national bodies and information from similar groups, where relevant to your initiative. We may also share your contact details with other organisations and with the general public, to give you access to more support and to enable other people to join your initiative.

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

If you are the main contact for your group, your contact details may be published on our web site in order to enable members of the public to join your initiative. We will give you advance notice of this to ensure we have the correct details for publication. We will also share your contact information with West Lothian Council colleagues, other growing groups and local and national support organisations to give you access to more support.

## How long do we keep your records?

For as long as you are the main contact for your food growing initiative. We will review this annually, but you should let us know if this changes in between times so we can keep our records up to date.

## 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](#)