

Privacy Notice – Operational Services – ID badge system

Information held about you

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

- Your name, job title, employee number, workplace address and photo.

We will use this information to create your ID badge, and send it to you. It may also be used when badges are re-issued.

Who is processing my data?

All personal information is held and processed by West Lothian Council in accordance with data protection law.

Why do we have your information?

Any information will be used to create your ID badge which is a requisite of employment and sent to you.

How will we use information we hold about you?

This information will be used to create your ID badge, and send it to you. It may also be used when badges are re-issued.

Who we will share your information with?

We will not share this information.

How long do we keep your records?

We will keep your information for the duration of your employment with West Lothian Council – and replace the photo every three years – deleting the information when you leave the council.

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 badge is accurate. Please let us know as soon as possible of any changes.

Further information

If you have any questions or concerns about how your information is used, please contact:

Carol Meldrum at West Lothian Council, Whitehill Service Centre, 4 Inchmuir Road, Whitehill Industrial Estate, Bathgate, EH48 2EP.

email carol.meldrum@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](#)