

# Privacy Notice

## Community Wealth Building Team – Community Engagement

In accordance with the Data Protection Law the following information serves as a 'Privacy Notice' for the information gathered, collected, processed and stored to help West Lothian Council and Community Planning Partners, including key local community organisations, understand the key issues in your community to help them plan services.

### What Information do we need?

West Lothian Council will collect personal information about you. Some or all of the following information will be held by West Lothian Council. This information will include:

- Age
- Gender
- Post Code
- If you have a disability or care for someone who has

### 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?

Your data will be used to:

- The answers to the questions will be used and shared with West Lothian Council and Community Planning Partners, including key local community organisations. This will be anonymous and collated to identify themes that come out of the answers provided to help us understand the key issues in your community and help plan services.
- The post code and other information on age, gender etc will be held separately and be used by West Lothian Council's Community Wealth Building Team to understand the demographic and areas within your community that took part. This will allow us to target areas and groups that are underrepresented. It will not be used in conjunction with the answers given to the questions or in any individually identifiable way.

### Who is responsible for my information?

All personal information is held and processed by West Lothian Council in accordance with the Data Protection Act 2018. For information on the role of Data Controller, Data Protection Officer and Contact Details for the council, please refer to the 'Data Protection and Privacy' page of the council's website:

<https://intranet.westlothian.gov.uk/article/36236/General-Data-Protection-Regulation-GDPR>

### Who will we share your information with?

We will share the anonymised answers and collated demographics report with West Lothian Council and Community Planning Partners including key local community organisations. This will demographics (data, age, gender etc) will not be used in conjunction with the answers provided so individuals will not be identifiable.

## How long do we keep your records?

We will endeavour to keep your information accurate and up-to-date, and to update or remove the data upon request by you. The postcards and/or information gathered by officers face to face once or via postcard will be added to a spreadsheet held by The Community Wealth Building Team and will be destroyed directly after. Any information on the spreadsheet will be held for 12 months and then destroyed.

## Providing accurate information

It is important that we hold accurate and up to date information about you in order to assess your needs and deliver the appropriate services. If any of your details have changed, or change in the future, please ensure that you tell us as soon as possible so that we can update your records.

## Further information

If you have any questions or concerns about how your information is used, please contact: Douglas Grierson, Regeneration Team Leader, Community Regeneration, Community Wealth Building Team, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF, email: [douglas.grierson@westlothian.gov.uk](mailto:douglas.grierson@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: [dpo@westlothian.gov.uk](mailto:dpo@westlothian.gov.uk)

More information about data protection and how it applies to you, including how to complain about how your information is being used, is available from the Information Commissioner's Office: <https://ico.org.uk/>

## Data Protection Regulation

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.

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, Douglas Grierson, Regeneration Team Leader, Community Regeneration, Community Wealth Building Team, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF, email: [douglas.grierson@westlothian.gov.uk](mailto:douglas.grierson@westlothian.gov.uk)