

Privacy Notice – Library Services

Information held about you

In order to process your Library Membership, the council will take your name, gender, address, telephone number and date of birth.

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?

We will use your personal information to provide you with the library service which you have requested.

Who we will share your information with?

The information you provide to Library Services is not shared with any other third party.

How long do we keep your records?

We keep a record of your information for 6 years after registration.

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 to the Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF

Email – dpo@westlothian.gov.uk

Providing accurate information

It is important that we hold accurate and up to date information about you in order to arrange your booking. 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 the Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF or email dpo@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](#)