

## **Privacy Notice – Councillor Tom Conn – Linlithgow Ward**

### **Information held about you.**

As an elected member, I will only be able to look into concerns which you raise if I can use your personal information, for example so I can contact you with the result of my enquiries. If your query relates to your own involvement with the council then I will need details of this involvement in order to be able to assist you.

### **What information do I require?**

Name  
Address  
Telephone number  
Mobile Number  
Date of Birth  
Email address

### **Who is processing my information?**

All personal information is held and processed by me in accordance with data protection law.

### **How will I use information we hold about you?**

Personal information held by me will be used to assist me in dealing with your enquiry.

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

As an elected member of West Lothian I will pass your details, and the detail of the situation you have sought my help about, to the relevant council officers in order to allow the council to look into the issue. In order to fully investigate your issue, I or relevant council officers may require to contact external agencies (I will let you know if this is necessary and ask for your permission before I share the information).

I will not pass personal details of constituents who contact me to anyone else unless I am required to do so by law or where this is in connection with a criminal investigation.

### **How long do I keep your records?**

Your information will be stored securely and will be retained for a period of 7 years from the date of your enquiry.

### **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.

## **Further information**

If you have any questions or concerns about how your information is used, or if you would like to receive a copy of the personal information I hold, please contact me at the following address, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF, email: [Tom.Conn@westlothian.gov.uk](mailto:Tom.Conn@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.