

## Privacy Notice – Development Management

### Information held about you

West Lothian Council will collect the following personal information about you and other parties:

- For applicants, the following details about you and/or your agent: names, addresses, telephone numbers, email addresses and payment details;
  - additional information such as business details or financial information, or a letter from a health professional, to support your application;
  - other relevant information required to process your application such as land ownership details, drawings and reports to support the application;
- For representees, your name and address and any other contact details you provided when you submitted your representation; and
- For enforcement cases, information on the identity and address of the land owner and/or the developer of the property which is the subject of your complaint.

### 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 this information to process your planning or other application, to investigate an enforcement complaint or to contact you about the service you have received.

### Who we will share your information with?

Under planning legislation, planning and other applications must be available for public inspection as part of the statutory Planning Register of determined and undetermined applications.

Written objections and representations are normally published on the council's [planning portal](#), after removal of personal information such as signatures, email addresses and phone numbers. Please note that your name and address, and the content of your representation, will be placed on the planning portal and will be available for anyone to view.

The council will also use the information for the purpose of performing any of its statutory enforcement duties. It will only share the information with third parties where it is required to do so as part of the service's statutory duties.

## How long do we keep your records?

The statutory Planning Register (of planning and other applications submitted to the council) and the Enforcement Register (of statutory enforcement notices served by the council) are continually updated and constitute permanent sources of public information. They contain:

Planning Register:

- the name of the applicant;
- the name and address of the agent acting for the applicant;
- the address of the application site.

Enforcement Register:

- the name of the person on whom the notice was served;
- the address of the breach of planning control.

In addition, the council will retain permanently, in a form which is not publicly displayed, the information detailed under the heading 'Information held about you' above.

## 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, or to [customer.service@westlothian.gov.uk](mailto:customer.service@westlothian.gov.uk)

## Providing accurate information

It is important that we hold accurate and up to date information about you in order to carry out our statutory duties as planning authority. If any of your details change, 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 Development Management Manager at West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF, or at [planning@westlothian.gov.uk](mailto:planning@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](#)