

Privacy Notice – Building Standards – Enforcement

Information held about you

Enforcement Enquiries

West Lothian Council will collect personal information about you and other parties involved in any enforcement enquiry. This information will be the information provided by you.

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?

The information provided will be used to:

- determine if enforcement action is required and
- take enforcement action if appropriate.

Who we will share your information with?

Building standards are obliged to keep a building standards register available for public inspection as part of the Councils statutory duty. This register holds information on enforcement notices.

The register is property based.

In determining if action is appropriate it can be necessary to share information with:

- Fire Authority,
- West Lothian Council Planning,
- West Lothian Council Environmental Health,
- Scottish Environment Protection Agency (SEPA) and
- Historic Scotland.

How long do we keep your records?

Legislation requires West Lothian Council to keep a Building Standards Register for the geographical area of the authority.

It consists of two parts:

Part 1 contains data, is electronic, must be available on a web-site and is kept permanently.

- It contains details of any property that enforcement action is taken on.

Part 2 contains documents and is to be kept for 25 years normally but subject to the following.

Details of complex buildings, drainage layouts, contaminated land treatments or records of sites requiring special foundations should be kept, ideally until the building is demolished but at least for 50 years.

The local authority archivist and the building standards manager will agree which records are to be disposed of after 25 years, 50 years or at a later date as agreed.

Further information and your rights

If you have any questions or concerns about how your information is used, please contact the Building Standards Manager. 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

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.

To request your records, you will need to put your request in writing to West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF

Email: customer.service@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](#) .