



Privacy Notice – Applications for Houses in Multiple Occupation (HMO) licences under the Housing (Scotland) Act 2006

Information held about you

West Lothian Council will hold all of the personal information provided in an application for an HMO licence under the 2006 Act.

Who is processing my information?

All information is held and processed by West Lothian Council in accordance with data protection law and the relevant provisions of the 2006 Act.

How will we use information we hold about you?

The Council will use the personal information provided to process your application in accordance with the relevant provisions of the 2006 Act and to contact you about your licence.

Who we will share your information with?

In processing your application we are required by the 2006 Act to share your information with Police Scotland and Scottish Fire and Rescue Service.

The council is required by law to protect the public funds it administers. It is required under the National Fraud Initiative (NFI) to share your information with Audit Scotland in order to prevent and detect fraud. If you wish further information about the NFI please see the NFI privacy notice:

<https://www.gov.uk/government/publications/fair-processing-national-fraud-initiative/fair-processing-level-3-full-text>

How long do we keep your information?

If your application for a licence is granted we will retain your information for a period of 5 years after the licence ceases to have effect.

If your application is refused we will retain your information for a period of 5 years from the date the application was refused.

Can the public have access to my information?

The Board is required to keep a public register in connection with applications under the 2006 Act. This register will include the following information as supplied in your application:-

- Name of Applicant
- Address of the living accommodation

- Name of any agent identified in the application

Providing accurate information

It is important that we hold accurate information about you. If any of your details change, please ensure that you tell us as soon as possible so that we can update your records.

Your rights & further information

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 you have any questions or concerns about how your information is used or if you wish to request your records, you will need to put this in writing and provide proof of identification to:

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

Alternatively email – DataProtectionOfficer@westlothian.gov.uk

More information about data protection and how it applies to you is available from the Information Commissioner's Office:-

The Information Commissioner's Office – Scotland
Queen Elizabeth House
Sibbald Walk
Edinburgh
EH8 8FT

Phone: 0303 123 1115 Email: Scotland@ico.org.uk