

PRIVACY NOTICE – HR SERVICES – COUNCILLORS LOCAL DISBURSMENT FUND

YOUR PERSONAL INFORMATION AND HOW IT WILL BE USED

Under data protection law, the lawful bases we rely on for processing this information are:

- a) We have a contractual obligation.

Most of the personal information we process is provided to us directly. We also receive personal information indirectly

WE COLLECT	FROM	FOR
Your Name	You Directly	To identify you
Your Address and phone number	You Directly	To contact you in relation to your application for funding
Your email address	You directly	To contact you in relation to your application for funding
Your date of birth	You directly	To identify you
Copy of bank statement (for organisations only)	You directly	To ensure compliance with council policies and procedures and to make payment where funding is granted

HOW LONG DO WE KEEP YOUR INFORMATION AND WHO WILL WE SHARE IT WITH?

Explain in simple and easy to understand terms what the retention period is. Don't provide a link to the retention schedule as that is not informative.

WE COLLECT	WILL BE KEPT FOR	WHO WE WILL SHARE IT WITH AND WHY
Your Name	7 years from the date of your application	Your information will be shared with the relevant elected member(s) where funding applications are successful
Your address and phone number	7 years from the date of your application	Your information will be shared with the relevant elected member(s) where funding applications are successful
Your email address	7 years from the date of your application	Your information will be shared with the relevant elected member(s) where funding applications are successful
Your date of birth	7 years from the date of your application	Your information will be shared with the relevant elected member(s) where funding applications are successful
Copy of bank statements (for organisations only)	7 years from the date of your application	Your information will be shared with the relevant elected member(s) where funding applications are successful

YOUR RIGHTS

Under data protection law, you have rights including:

Your right of access	You have the right to ask us for copies of your personal information.
Your right to rectification	You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
Your right to erasure	You have the right to ask us to erase your personal information in limited circumstances.
Your right to restriction of processing	You have the right to ask us to restrict the processing of your personal information in certain circumstances.
Your right to object to processing	You have the the right to object to the processing of your personal information in certain circumstances
Your right to data portability	You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

To make a request contact us using the contact information at the end of this document.

PROVIDING ACCURATE INFORMATION

It is important that we hold accurate and up to date information about you in order to assess and process any applications for funding. 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.

OUR CONTACT DETAILS

Name:	Civic Centre Admin Team
Address:	West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF
Phone number:	01506 282222
Email:	civiccentreadminteam@westlothian.gov.uk

FURTHER INFORMATION

If you have any questions or concerns about how your information is used, please contact us at the address above.

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

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 at <https://ico.org.uk/>

The Information Commissioners address:

Information Commissioner's Office
Wycliffe House, Water Lane
Wilmslow, Cheshire
SK9 5AF
Helpline number: 0303 123 1113