

## Privacy Notice – HR Services – Learning & Development

### Information held about you

West Lothian Council will hold the following personal information:

- Employee number
- Full name
- Job title
- Email address (work and/or personal)
- Training & qualifications undertaken during employment with the council
- Date of leaving (if applicable)

### Who is processing my information?

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?

Personal information held will be used to ensure employees have completed the necessary training for their role.

### Who we will share your information with?

We will not share your personal information with any external bodies.

### How long do we keep your records?

We will keep your information for six years from the date you leave employment with the council.

### 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.

To request your records, you will need to put your request in writing to HR Services, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF or Email [hrsupport@westlothian.gov.uk](mailto:hrsupport@westlothian.gov.uk)

You also have a right to make a complaint about our handling of your personal information to the Information Commissioner's Office.

## **Further information**

If you have any questions or concerns about how your information is used, please contact Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF or email [DataProtectionOfficer@westlothian.gov.uk](mailto:DataProtectionOfficer@westlothian.gov.uk)

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