

**Privacy Notice – Community Council Members**

**Information held about you**

West Lothian Council will hold all the personal information you have provided on your nomination form for election to a community council in West Lothian.

**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 we hold about you will be used to allow West Lothian Council to contact you in relation to your membership of a community council and to publish contact lists of community council office-bearers on its website to allow members of the public to contact the community council.

**Who we will share your information with?**

The information we hold will be used to provide lists of the names of community council members if requested.

Your personal information will be passed on to the community council secretary in order that they can supply you with all relevant documentation in relation to the operation of the community council of which you are a member.

If you are appointed as an office-bearer, we will use your information to produce a contact list of community council office-bearers in print or published in electronic format and made available on the council’s website. This will include your name and address as provide on your nomination form, unless you instruct us otherwise. It will not include ex-directory telephone numbers or e-mail addresses except where you have given consent for these details to be included.

**How long do we keep your records?**

We will keep the information you have provided for up to 4 years after you have joined a community 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 and provide proof of identification to West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF

Email – community.councils@westlothian.gov.uk

You also have a right to make a complaint about our handling of your personal information data to the [Information Commissioner's Office](https://ico.org.uk/).

**Providing accurate information**

It is important that we hold accurate and up to date information about you in order to that we can contact you regarding community council matters. 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.

**Further information**

If you have any questions or concerns about how your information is used, please contact the Community Council Liaison Officer on 01506 281609 or e-mail community.councils@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 More information about data protection and how it applies to you can be found on the [Information Commissioner's Office](https://ico.org.uk/)