

Privacy Notice – Registration Services

West Lothian Council act as Data Processors on behalf of the Registrar General for Scotland. The Registrar General is the owner and controller of registration information and the local authority Chief or Senior Registrar acts as the controller's representative.

Information held about you

Registration Services will gather the following information about you:

The personal data we collect might include your name, date of birth, address, National Insurance Number, or other information that identifies you.

Who is processing my data?

All personal information is held and processed by West Lothian Council in accordance with data protection law on behalf of the Registrar General for Scotland

How will we use information we hold about you?

We will use your personal information to provide notification of life events as required by law, namely:

- Registration of Births, Deaths and Marriages (Scotland) Act 1965
- Marriage and Civil Partnership (Scotland) Act 2014

Who we will share your information with?

West Lothian Council Registration Services will gather your personal data which is shared with the Registrar General. For information as to who this information is then shared with, please refer to: <https://www.nrscotland.gov.uk/files//registration/gpdr-privacy-notice-may-2018.pdf>

How long do we keep your records?

We keep a record of your information for 3 full calendar years.

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 if incorrect or, in some circumstances, erased.

To make a request for information, amendment or erasure, you will need to put your request in writing to the Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF

Email – dpo@westlothian.gov.uk

Providing accurate information

It is important that we hold accurate and up to date information about you in order to arrange your booking. 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 Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF or email dpo@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](#)