

## Privacy Notice – Museum Services

### Information held about you

Museum Service will collect the following personal information: your name and title, address, telephone number and/or email address, details of objects deposited or lent by you.

### 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?

Museums Services use information for:

- The management and displays of our museum collections and the administration of donations
- Administering our volunteering programme
- To process your enquiry or service request
- Historical research

Museum Services will only use your data for the purpose stated within the contract with yourself.

### Who we will share your information with?

The Museums Service will not disclose personal data with any third party or external organisation.

### How long do we keep your records?

Museum Services will keep records of your enquiries/ service requests for a period of 6 years.

Information related to museum deposits or loaned items will be kept for as long as these items are in our collection.

Records relating to volunteers will be retained for 6 years after the end of the placement.

### 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](mailto: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](mailto: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](#)