

Privacy Notice – Housing Needs

***Inclusive of Applicants and those seeking Advice & Assistance**

This notice is provided for clarification on what data the council may require in order to process housing applications, homeless applications and provide advice and assistance regarding housing options.

Information held about you

West Lothian Council will collect personal information about individuals whom we are supporting and any other prospective occupants. This data is inclusive of:

Details about you, such as your name, gender, date of birth, previous addresses, telephone number. Email address

Details about your health, such as your GPs name and address, any physical or mental health ailments, drug/ alcohol dependencies, support requirements, whether you are pregnant

Any other details pertinent to your housing situation including whether you have slept rough, any financial difficulties, your employment status, any support you may receive from Social Policy or other organisations

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?

This information is required by the council in order to carry out its duties in accordance with The Housing (Scotland) Act 2001, your Occupancy Agreement, Scottish Secure Tenancy Agreement and Homelessness (Scotland) Act 2003.

Who we will share your information with?

In processing a housing application or providing housing advice, West Lothian Council will be authorised to gather, record and store data in order to secure suitable housing and provide statistical information to the Scottish Government as per Housing (Scotland) Act 1987.

The Council may also provide personal information to third parties, but only where it is necessary, either to comply with the law or where permitted under data protection legislation. An organisation we may share your data with includes (but not limited to):

- Our partner agencies such as- NHS Lothian, Police Scotland, the Scottish Fire & Rescue Services, Scottish Prison Service
- Other services within West Lothian Council such as – Education Services; Social Policy, The Advice Shop; Revenues

Other Agencies which may be pertinent to your case such as (but not limited to):

- Department for Work and Pensions
- The Richmond Fellowship Scotland
- Shelter Scotland, Scottish Government
- ELCA
- Homeaid
- River Kids
- Foodbank (Trussell Trust)
- The Bridge Project
- Open Door accommodation Project
- Department of Work & Pensions
- Translations services
- One2one project
- Registered Social Landlords
- Other local authorities

And any other relevant services appropriate to your case

How long do we keep your records?

The council will only keep your information for as long as necessary. However, there may be circumstances where we may need to keep your information for longer. The council will retain your housing application for the current year plus an additional 6 years unless you go on to become a council tenant, in which case this application will be retained within your tenancy documents.

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](#)