

## **Privacy Notice - Education Services**

### **Primary School and Special School Letting Booking System**

#### **What information is held?**

West Lothian Council Education Services will require some personal information relating to you and your organisation when you request a primary or special school let.

This information will include:-

- Personal information – e.g. full name, organisation name (where applicable), address, e-mail address, as well as contact numbers
- Name & qualifications of supervisor relating to the activity
- Numbers and gender of those attending
- Details of fees that you charge to attendees
- If you have all necessary checks in place for the nature of your activity

The personal information you provide allows West Lothian Council Education Services to let out primary and special school accommodation.

#### **Who is processing my data?**

All personal information is held and processed by West Lothian Council Education Services in accordance with data protection law. Your information will be shared with West Lothian Council Facilities Management staff, the school that you have requested access to and our Finance department which manages the invoicing systems.

#### **How will we use the information we hold about you?**

West Lothian Council Education Services will collect and use personal data of individuals using the school letting service in order to fulfill your booking request and meet our legal requirements.

The information will only be used:-

- To confirm the let to you
- To contact you when required
- To invoice you for using the premises (where applicable)
- To ensure that you have appropriate checks in place for the nature of your let

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

West Lothian Council Education services will share your information with West

Lothian Council Facilities Management staff, the school that you have requested access to and our Finance department which manages the invoicing systems.

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

Any personal information that we receive in relation to the letting of primary and special schools will be kept for 6 years from the end date of the letting period.

### **How can you see the information we hold?**

You have a right to request your information and in some cases ask for it to be changed or deleted. In some cases there may be a legal requirement to keep your data for a specified length of time. To request to see all of the data we hold, you will need to put your request in writing to:- *West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF.*

### **How can you make changes to your information?**

It is important the information we hold is correct. If you need to make any changes, you can do this by emailing: [EducationCustomerServices@WestLothian.gov.uk](mailto:EducationCustomerServices@WestLothian.gov.uk) or phoning the Education Customer Services Team on 01506 281952.

### **Who to contact if you need to make a complaint**

If you wish to complain about the way your information is held or processed, you can do so by e-mailing: [EducationCustomerServices@WestLothian.gov.uk](mailto:EducationCustomerServices@WestLothian.gov.uk) or phoning Education Customer Services on 01506 281952.

If you wish to contact the Council's Data Protection Officer direct by you can do so by emailing: [DPO@WestLothian.gov.uk](mailto:DPO@WestLothian.gov.uk) or by writing to:- *West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF* - addressing any correspondence for the attention of the Data Protection Officer. You can also contact the Information Commissioners Office (ICO), the UK's independent authority set up to uphold information rights in the public interest, by going to: <https://ico.org.uk/>.