

Privacy Notice – Landlord Registration

This notice explains what information the council needs in order to process requests for advice and assistance regarding Private Landlord Registration.

Information held about you

West Lothian Council will collect the following personal information about you:

- Your name and address
- Your contact telephone number
- Address of tenancy you are requesting advice/ assistance for
- Details of your query

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?

Information is required by the council in order to process your request for advice or assistance relating to Private Landlord Registration.

As indicated in the Antisocial Behaviour (Scotland) Act 2004, Local Authorities have a duty to provide private landlords and tenants with advice and assistance relating to such tenancies.

Who we will share your information with?

West Lothian Council may share your information with:

The Safer Neighbourhood Team Police Scotland

Environmental Health Housing Need

Committee Services

How long do we keep your records?

The council will only keep your details for as long as necessary but no longer than current year plus 5 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](#)