

PRIVACY NOTICE – Housing, Customer & Building Services – Landlord Registration

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

YOUR PERSONAL INFORMATION AND HOW IT WILL BE USED

Under data protection law, the lawful bases we rely on for processing this information are:

- a) Your consent. You are able to remove your consent at any time. You can do this by contacting us, [please click this link to see the contact details section on this form](#)
- b) We have a legal obligation – we have to comply with a legal obligation under The Anti-Social Behaviour etc (Scotland) Act 2004 for a person to be registered if they are the owner of residential property which is subject to a lease or occupancy agreement and is not specifically excluded.

Most of the personal information we process is provided to us directly. We also receive personal information indirectly.

WE COLLECT	FROM	FOR
Your Name	You Directly	To identify you
Your Address	You Directly	To identify you
Your Contact Telephone Number	You Directly	To contact you
Your Email Addresses	You Directly	To contact you

Details of your enquiry	You Directly	To contact you and to assist you
Address of the property registered with the scheme	You Directly	To identify you and properties either registered or to be registered under the scheme

HOW LONG DO WE KEEP YOUR INFORMATION AND WHO WILL WE SHARE IT WITH?

WE COLLECT	WILL BE KEPT FOR	WE WILL SHARE IT WITH
Your Name Your Address Your Email Addresses Your Contact Telephone Number Details of your enquiry Address of the property registered with the scheme	<p>As long as you are the Landlord/tenant of the property.</p> <p>Once the property is sold or tenancy has ended then we will retain your financial records for a period of 7 years plus the year in which you either ceased to be a Landlord or tenant at the property.</p>	Police Scotland Scottish Government

YOUR RIGHTS

Under data protection law, you have rights including:

Your right of access

You have the right to ask us for copies of your personal information.

Your right to rectification

You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure	You have the right to ask us to erase your personal information in certain circumstances.
Your right to restriction of processing	You have the right to ask us to restrict the processing of your personal information in certain circumstances.
Your right to object to processing	You have the the right to object to the processing of your personal information in certain circumstances
Your right to data portability	You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

To make a request contact us, [please click this link to see the contact details section on this form](#)

PROVIDING ACCURATE INFORMATION

It is important that we hold accurate and up to date information about you in order to contact you, keep your registration current to assist the Scottish Government to maintain a register of private landlords.

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.

OUR CONTACT DETAILS

Name:	HCBS Information Team
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Address:	West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF
Phone number:	01506 280000
Email:	HCBS_InformationRequest@westlothian.gov.uk
Name:	HCBS Information Team

FURTHER INFORMATION

If you have any questions or concerns about how your information is used, please contact us at the address above.

You can also contact:

The Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF, email: DataProtectionOfficer@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 at <https://ico.org.uk/>

The Information Commissioners address:

Information Commissioner's Office
Wycliffe House, Water Lane
Wilmslow, Cheshire
SK9 5AF
Helpline number: 0303 123 1113