

Privacy Notice – Livingston Youth Trust

Information held about you

West Lothian Council will hold the personal information provided in the application form.

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?

West Lothian Council will use the information provided by you to process your review application.

Who we will share your information with?

The information will be shared with members of the public in Council offices and on the Council's website until the review is determined as required by law.

How long do we keep your records?

We will keep your information for 6 years from the date of determination of your review.

Providing accurate information

It is important that we hold accurate and up to date information about you in order to contact you in connection with your review. If any of your details change in the future, please ensure that you tell us as soon as possible so that we can update your records.

Further information and 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 or, in some circumstances, erased if incorrect.

To request your records, 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

Email – committeeservices@westlothian.gov.uk

If you have any questions or concerns about how your information is used, please contact Committee Services. 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](#)