



Privacy Notice – Linlithgow Burgh Halls

Our contact details

Name: West Lothian Council, Linlithgow Burgh Halls

Address: The Cross, High Street, Linlithgow, EH49 7AH

Phone number: 01506 282720

Email: burgh.halls@westlothian.gov.uk

15 April 2021

The personal information we collect:

West Lothian Council may hold the following personal information:

- Name
- Address
- Telephone Number
- Email Address

Only the information required to process your booking will be asked for and recorded.

How we get your personal information and why we have it.

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To allow us to process your reservation, booking or enquiry
- To allow us to send you more information on our facilities

We use the information that you have given us in order to process your reservation, booking or enquiry and to provide the service requested.

The legal basis for processing the data is:

We have a contractual obligation to provide the service requested.

Who we will share your information with?

We will never share your personal information with a third party unless you have provided us with explicit permission to do so.

How long do we keep your information?

We will keep your information for 5 years from the date of your last enquiry.

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 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 please contact us at West Lothian Council, Linlithgow Burgh Halls, The Cross, High Street, Linlithgow, EH49 7AH

Email – burgh.halls@westlothian.gov.uk

Providing accurate information

It is important that we hold accurate and up to date information about you in order to process your booking or enquiry. 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 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

DATA LABEL: Public

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 ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113