



Privacy Notice – Webcasting and Audiominutes

Our contact details

Name: Committee Services Team

Address: Civic Centre, Howden South Road, Livingston EH54 6FF

Email: committeeservices@westlothian.gov.uk

Notice completed May 2021

The personal information we collect

We will hold your name and an audio recording of your participation in the public meeting.

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

The personal information we process is provided to us directly by you because you are taking part in a public meeting.

We use the information that you have given us in order to broadcast the meeting to members of the public to allow them to hear the discussions which take place if they are not able to attend the meeting in person. A recording of the meeting will be retained.

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

We need it to perform a public task.

Who we will share your information with?



The meeting will be broadcast to members of the public and will be available after the meeting has concluded.

How long do we keep your information?

We will keep the recording of the meeting indefinitely. It will be stored as an electronic archive of the meeting.

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 please contact us at West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF

Email – committeeservices@westlothian.gov.uk



Providing accurate information

It is important that we hold accurate and up to date information about you. 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

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/](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