



West Lothian Council

Privacy Notice – Operational Services Garden Competition

Our contact details

Name: Nets, Land and Countryside – Garden Competition

Address: Whitehill Service Centre, 4 Inchmuir Road, Whitehill Industrial Estate, Bathgate, EH48 2EP

Phone number: 01506 284643

Email: Andy.johnston@westlothian.gov.uk

Notice completed May 2021

The personal information we collect

We will collect personal information about you. This information will be:

- Your name, address, and contact details

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:

- We will use this information to process your application and to contact you about the status of your application, or ask for additional information if required.
- You have volunteered to enter the Council Garden Competition and in order to run the competition, judge the participants, notify winners and arrange prize giving we need to hold your details to allow this to run smoothly.

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

We have consent

Who we will share your information with?

We will share certain information such as names and addresses with the judges who will visit to view your garden. If you win a prize, your name and town will also be published on our web site, and you will be invited to have your photograph taken with other winners, the judges, and employees of West Lothian Council. This photograph will be published on our web site.

Only the minimum amount of information required will be shared.

How long do we keep your information?

We will keep your information for a period of one year after the competition.

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, Whitehill Service Centre, 4 Inchmuir Road, Whitehill Industrial Estate, Bathgate, EH48 2EP

Email – andy.johnston@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