



# West Lothian Council

## Privacy Notice – Operational Services – Whitehill Weighbridge System (WinWeigh)

### Our contact details

Name: Recycling and Waste Services

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

Phone number: 01506 284999

Email: whscadmin@westlothian.gov.uk

Notice completed August 2021

### The personal information we collect

We will collect personal information about you. This information can include, but will be the minimum to process your request or our statutory requirement:

- For internal drivers (West Lothian Council employee)
  - Your name and employee number, service and date of site induction.
- For external drivers (non-West Lothian Council employee)
  - Your name, employer and date of site induction.

### 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 need this information to manage your safe access to the site (through the provision of a barcoded badge), and to generate weighbridge transaction reports as required.

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

- We have a contractual obligation; and
- We need it to perform a public task.

## Who we will share your information with?

- For internal and external drivers, we will share your details with your service (or the service you are sub-contracted by) if you are flagged as having brought in an overloaded vehicle.
- Internal services receive a weekly report detailing all the loads that have been received from their drivers.
- We will also share your details with Weightron Bilanciai Ltd as required to enable them to support the weighbridge software system.

Only the minimum amount of information required will be shared.

Your information will not be shared with the public.

## How long do we keep your information?

- We will keep your information for three years after the last time you have used the system for auditing and reporting purposes.

## 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 – [whscadmin@westlothian.gov.uk](mailto:whscadmin@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](mailto: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