



West Lothian Council

Privacy Notice – NETs Land and Countryside Services- Community Growing Group

Our contact details

Name: NETs Land and Countryside Services

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

Phone number: 01506 284623

Email: andy.johnston@westlothian.gov.uk

Notice completed September 2021

The personal information we collect

West Lothian Council will collect personal information about you. This information will include:

- Name, email address, phone number, postal address (only if no email), which group you represent

We will use this data to send out information associated with your initiative, in order to provide you with support; we may also share this information to enable you to access further support and for other people to join your initiative.

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

Only the minimum personal information is collected, most of which is provided to us directly by you for one of the following reasons:

- We have this information to allow us to send out updates associated with community food growing, information on events, updates from national bodies and information from similar groups, where relevant to your initiative. We may also share your contact details with other organisations and with the general public, to give you access to more support and to enable other people to join your initiative..

We may also use your information to assist us to plan future services.

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

Public Interest/Official Authority

Who we will share your information with?

Only the minimum amount of information required will be shared.

If you are the main contact for your group, your contact details may be published on our web site in order to enable members of the public to join your initiative. We will give you advance notice of this to ensure we have the correct details for publication. We will also share your contact information with West Lothian Council colleagues, other growing groups and local and national support organisations to give you access to more support.

How long do we keep your information?

For as long as you are the main contact for your food growing initiative. We will review this annually, but you should let us know if this changes in between times so we can keep our records up to date.

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](https://ico.org.uk/) 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