



Privacy Notice – Chief Executive Office – Livingston City Bid

Our contact details

Name: Ryan Kelly

Address: West Lothian Council, Howden South Road, Livingston, EH54 6FF

Phone number: 01506 281458

Email: livingstoncity@westlothian.gov.uk

The personal information we collect

If you have chosen to contact us at livingstoncity@westlothian.gov.uk in support of the Livingston City Bid application we will collect the below personal information: -

- Your name
- Your email address

Our contact email address can be used to share fond memories and photographs of the Livingston area to highlight how special Livingston is to its residents, both past and present. We please ask that you do not include any identifiable personal information in anything you share with us as all community feedback incorporated into the application will be done so anonymously. Any photographs you may wish to share should also not include any identifiable individuals as only photographs of the Livingston area itself can be considered to be included within the application.

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

The personal information we process is provided to us directly by you as part of the Community Engagement process of the Livingston City Bid application.

We will use the information that you have given us in order to showcase the many strengths of Livingston in support of the application process. This will be done so by featuring the likes of anonymous quotes, short anecdotes and photographs from the very people who are at the heart of Livingston – it's residents.

Under data protection law, the lawful basis we rely on for processing this information is: -

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting livingstoncity@westlothian.gov.uk.

Who we will share your information with?

Any information you share with us will only be accessible to a small number of West Lothian Council employees who are collating any returns to the dedicated mailbox. All submissions that will be incorporated into the application will be done so anonymously.

How long do we keep your information?

We will keep your information provided to us via our dedicated mailbox for a period of 1 year from the date the livingstoncity@westlothian.gov.uk mailbox is made publicly accessible (opened to public on Wednesday 27 October 2021).

Non-identifiable information that is collated and used within the application process, which may include quotes and photographs, will remain indefinitely within the published application.

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.

Alternatively, please contact livingstoncity@westlothian.gov.uk.

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/>

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113