

PRIVACY NOTICE – Archives and Records Management

YOUR PERSONAL INFORMATION AND HOW IT WILL BE USED

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

- a) We need it to perform a public task.

Most of the personal information we process is provided to us directly.

WE COLLECT	FROM	FOR
Your Name	You Directly	To process your enquiry or service request
Your Address	You Directly	To process your enquiry or service request

HOW LONG DO WE KEEP YOUR INFORMATION AND WHO WILL WE SHARE IT WITH?

We keep your information only for as long as it is needed, and dispose of both electronic and paper records securely. The Council has a Records Retention Schedule which sets out how long we keep record according their purpose.

WE COLLECT	WILL BE KEPT FOR	WHO WE WILL SHARE IT WITH AND WHY
------------	------------------	-----------------------------------

Your Name	6 Years after the last time we access your information	Other external Archive services if necessary to fulfil your enquiry or service request
Your Address	6 Years after the last time we access your information	Other external Archive services if necessary to fulfil your enquiry or service request

Personal information related to or contained within Archive collections will be held permanently.

Personal information recorded as part of the Records Management processes will be held for a period of twenty years from the date that the physical record or file is destroyed.

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 limited 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 contact us using the contact information at the end of this document.

PROVIDING ACCURATE INFORMATION

It is important that we hold accurate and up to date information about you in order to process your enquiry, manage the Archives of West Lothian Council and apply Records Management arrangements to ensure the proper management of council records. 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.

OUR CONTACT DETAILS

Name:	Archives and Records
Address:	West Lothian Council, Kirkton Service Centre, 1 Lister Road, Livingston EH54 7BL.
Phone number:	01506 280000
Email:	archive@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 Information Commissioners address:

Information Commissioner's Office
Wycliffe House, Water Lane
Wilmslow, Cheshire
SK9 5AF
Helpline number: 0303 123 1113