

Privacy Notice – Corporate Communications – E-Newsletter Service

Information held about you

West Lothian Council will collect personal information about you if you have subscribed to the e-newsletter service. This information will be:

- Your email address will be requested.

We will use this information to send regular email updates with news and information about West Lothian.

Who is processing my data?

All personal information is held and processed by West Lothian Council in accordance with data protection law.

How will we use information we hold about you?

This information will be used to send regular email updates with news and information about West Lothian.

Who we will share your information with?

Your email address will not be shared with anyone and will be used for the sole purpose of sending news emails.

How long do we keep your records?

We will keep your information for as long as you are subscribed to the service.

Your rights

You have a number of rights under data protection law, including the right to unsubscribe from the service via an unsubscribe link on the sign up page or each email.

Providing accurate information

It is important that we hold accurate and up to date information in order that your account remains accessible.

Further information

If you have any questions or concerns about how your information is used, please contact Media at West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF.

email media@westlothian.gov.uk. 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](#)