



Privacy Notice – licensing consultation

Information held about you

West Lothian Council will hold any personal information which is voluntarily provided in response to a licensing consultation.

Who is processing my information?

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

How will we use information we hold about you?

The Council may use the personal information provided in your response to the consultation to contact you about your response if appropriate. The information will not be used for any other purpose.

Who we will share your information with?

We will not share your personal information.

How long do we keep your information?

We will delete your personal data from our records within 12 months of the close of the consultation.

Can the public have access to my information?

The public are not entitled to access your personal information.

Your rights & further information

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or, in some circumstances, erased. If you have any questions or concerns about how your information is used or if you wish to request your records, you will need to put this in writing and provide proof of identification to:

Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF

Alternatively email – DataProtectionOfficer@westlothian.gov.uk

More information about data protection and how it applies to you is available from the Information Commissioner's Office:-

The Information Commissioner's Office – Scotland
Queen Elizabeth House
Sibbald Walk
Edinburgh
EH8 8FT

Phone: 0303 123 1115 Email: Scotland@ico.org.uk