

## PRIVACY NOTICE - APPLICATION TO BECOME A MEMBER OF THE WEST LOTHIAN LOCAL ACCESS FORUM

### 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 have a statutory obligation.

Most of the personal information we process is provided to us directly. We also receive personal information indirectly.

WE COLLECT	FROM	FOR
Your Name	You directly	To identify you
Your home address, email address (work and private) and phone number	You directly	To identify you and send you correspondence relevant to your application to become a Member of the West Lothian Local Access Forum
Your equal opportunities monitoring information	You directly	To monitor the composition of the West Lothian Local Access Forum and inform policy decisions. Any information that is reported is reported in an anonymised format.
Your employment history	You directly	To assess your suitability for the role you have applied for

WE COLLECT	FROM	FOR
Your training, experience and qualifications	You directly	To assess your suitability for the role you have applied for
Your registration with professional bodies (where relevant to the role you are applying for)	You directly	To assess your suitability for the role you have applied for
Criminal convictions (where relevant to the role you are applying for)	You directly	To assess your suitability for the role you have applied for
References (for individual applicants only)	You directly	To assess your suitability for the role you have applied for

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

Explain in simple and easy to understand terms what the retention period is. Don't provide a link to the retention schedule as that is not informative.

WE COLLECT	WILL BE KEPT FOR	WHO WE WILL SHARE IT WITH AND WHY
Your Name	<p>If your application is successful we will keep your information for a period of 6 months after you cease to be a Member of the West Lothian Local Access Forum.</p> <p>If your application is unsuccessful, all information will be kept for a period of 6 months, following which it will be securely destroyed.</p>	<p>Your appointment to the Local Access Forum may be publicised by way of press release</p> <p>If your application is unsuccessful this information will not be shared.</p>
Your home address, email address (work and private) and phone number	If your application is successful we will keep your information for	This information will not be shared.

WE COLLECT	WILL BE KEPT FOR	WHO WE WILL SHARE IT WITH AND WHY
	<p>a period of 6 months after you cease to be a Member of the West Lothian Local Access Forum.</p> <p>If your application is unsuccessful, all information will be kept for a period of 6 months, following which it will be securely destroyed.</p>	
Your employment history	<p>If your application is successful we will keep your information for a period of 6 months after you cease to be a Member of the West Lothian Local Access Forum.</p> <p>If your application is unsuccessful, all information will be kept for a period of 6 months, following which it will be securely destroyed.</p>	This information will not be shared.
Your training, experience and qualifications	<p>If your application is successful we will keep your information for a period of 6 months after you cease to be a Member of the West Lothian Local Access Forum.</p> <p>If your application is unsuccessful, all information will be kept for a period of 6 months, following which it will be securely destroyed.</p>	This information will not be shared.

WE COLLECT	WILL BE KEPT FOR	WHO WE WILL SHARE IT WITH AND WHY
Your registration with professional bodies (where relevant to the role you are applying for)	<p>If your application is successful we will keep your information for a period of 6 months after you cease to be a Member of the West Lothian Local Access Forum.</p> <p>If your application is unsuccessful, all information will be kept for a period of 6 months, following which it will be securely destroyed.</p>	This information will not be shared.
Criminal convictions (where relevant to the role you are applying for)	<p>If your application is successful we will keep your information for a period of 6 months after you cease to be a Member of the West Lothian Local Access Forum.</p> <p>If your application is unsuccessful, all information will be kept for a period of 6 months, following which it will be securely destroyed.</p>	This information will not be shared.
References (for individual applicants only)	<p>If your application is successful we will keep your information for a period of 6 months after you cease to be a Member of the West Lothian Local Access Forum.</p> <p>If your application is unsuccessful, all information will be kept for a period of 6 months,</p>	This information will not be shared.

WE COLLECT	WILL BE KEPT FOR	WHO WE WILL SHARE IT WITH AND WHY
	following which it will be securely destroyed.	

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## YOUR RIGHTS

Under data protection law, you have rights including:

<b>Your right of access</b>	You have the right to ask us for copies of your personal information.
<b>Your right to rectification</b>	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.
<b>Your right to erasure</b>	You have the right to ask us to erase your personal information in limited circumstances.
<b>Your right to restriction of processing</b>	You have the right to ask us to restrict the processing of your personal information in certain circumstances.
<b>Your right to object to processing</b>	You have the the right to object to the processing of your personal information in certain circumstances
<b>Your right to data portability</b>	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.

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## PROVIDING ACCURATE INFORMATION

It is important that we hold accurate and up to date information about you in order to ensure we are able to pay you and manage the contractual relationship properly. 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.

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## OUR CONTACT DETAILS

Name:	Parks and Woodland
Address:	Beecraigs Country Park, Nr Linlithgow, West Lothian EH49 6PL
Phone number:	07827 983963
Email:	tony.mason@westlothian.gov.uk

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## 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](mailto: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 in Scotland at <https://ico.org.uk/>

### **The Information Commissioners address:**

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

Helpline number: 0303 123 1115

*last reviewed: 8 February 2023*