

PRIVACY NOTICE – Community Safety – Supporting Women & Girls Safety in West Lothian

The Supporting Women and Girls Safety initiative aims to help women feel safer in West Lothian's public spaces and places.

This notice explains what information the council needs to enable the Supporting Women and Girls Safety initiative aims to help women feel safer in West Lothian's public spaces and places. Data captured through the Women and Girls Public Safety Reporting form and your request to receive a personal alarm.

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) Your consent. You are able to remove your consent at any time. You can do this by contacting us, [please click this link to see the contact details section on this form](#)
- b) We need it to perform a public task - We, as a public authority, gather and process information necessary to allow us to undertake our legal duties in line with our public task and statutory functions.

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 contact you & to provide you with a safety alarm if requested
Your Address/Location	You Directly	To contact you & to provide you with a safety alarm if requested
Your Contact Information	You Directly	To contact you & to provide you with a safety alarm if requested

Details of when you felt unsafe and when	You Directly	To understand the areas of concern
Details of what could make you feel safer	You Directly	To understand the areas of concern and what would help

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

WE COLLECT	WILL BE KEPT FOR	WE WILL SHARE IT WITH
Your Name Your Address/Location Your Contact Information Details of your enquiry	We will keep your information for a period of six years from the date of your last enquiry.	The West Lothian Safety Partners (CSP) – comprising of West Lothian Council, Police Scotland, Scottish Fire & Rescue Centre, Voluntary Organisations and the Health & Social Care Partnership

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 contact us, [please click this link to see the contact details section on this form](#)

PROVIDING ACCURATE INFORMATION

It is important that we hold accurate and up to date information about you in order to provide assistance and understand concerns for your safety.

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:	HCBS Information Team
Address:	West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF
Phone number:	01506 280000

Email:	HCBS_InformationRequest@westlothian.gov.uk
Name:	HCBS Information Team

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