

## Privacy Notice

### Community Wealth Building Team

In accordance with the Data Protection Law the following information serves as a 'Privacy Notice' for the information gathered, collected, processed and stored for the purpose of the Community Choices vote administered by the Community Wealth Building Team.

#### What Information do we need?

West Lothian Council will collect personal information about you. Some or all of the following information will be held by West Lothian Council. This information will include:

- Post code
- Address including town
- Sex
- If you have identified as a transgender person or as undergoing any part of a gender reassignment process.
- Age
- Ethnicity
- If you have a disability
- Sexual Orientation

#### 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?

Your data will be used to:

- The answers to the questions will be used and shared with West Lothian Council and Community Planning Partners, including key local community organisations. This will be anonymous and collated to understand the demographic and areas within your community that took part. This will allow us to target areas and groups that are underrepresented. It will not be used in conjunction with the answers given to the questions or in any individually identifiable way.

#### Who is responsible for my information?

All personal information is held and processed by West Lothian Council in accordance with the Data Protection Act 2018. For information on the role of Data Controller, Data Protection Officer and Contact Details for the council, please refer to the 'Data Protection and Privacy' page of the council's website:

<https://intranet.westlothian.gov.uk/article/36236/General-Data-Protection-Regulation-GDPR>

#### Who will we share your information with?

We will share your information with internal West Lothian Council colleagues in services such as; the web team who gather and process the data.

#### How long do we keep your records?

We will endeavour to keep your information accurate and up-to-date, and to update or remove the data upon request by you. The council will only keep your personal information for a maximum of 3 months unless there is a requirement to keep your information longer. After this time personal information will be securely destroyed.

#### Providing accurate information

It is important that we hold accurate and up to date information about you in order to assess your needs and deliver the appropriate services. 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.

### **Further information**

If you have any questions or concerns about how your information is used, please contact: Douglas Grierson, Regeneration Team Leader, Community Regeneration, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF, email:

[douglas.grierson@westlothian.gov.uk](mailto:douglas.grierson@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: [dpo@westlothian.gov.uk](mailto:dpo@westlothian.gov.uk)

More information about data protection and how it applies to you, including how to complain about how your information is being used, is available from the Information Commissioner's Office:

<https://ico.org.uk/>

### **Data Protection Regulation**

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.

To make a request for information, amendment or erasure, you will need to put your request in writing and provide proof of identification to: West Lothian Council, Douglas Grierson, Regeneration Team Leader, Community Regeneration, West Lothian Civic Centre, Howden Road South, Livingston, West Lothian EH54 6FF or email:

[regenerationteam@westlothian.gov.uk](mailto:regenerationteam@westlothian.gov.uk)