

## PRIVACY NOTICE – Housing, Customer & Building Services – Short Term Let Licensing Scheme

This notice explains what information the council needs in order to process your short term let licence.

The Civic Government (Scotland) Act 1982 (Licensing of Short-term Lets) Order 2022 requires that hosts/owners and operators must be licensed and be assessed as fit and proper, where they use a property as a Short-term Let. The information hosts/owners and their operators or agents provide is prescribed by legislation and it is a requirement to provide this information if you wish to operate a Short-term Let.

This information is required in order for the Council to carry out its statutory functions in relation to licensing and assess your suitability for a licence. The information you provide will also be used to verify your identity where required and to contact you about your application.

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### 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 have a contractual obligation - we have to comply with a legal obligation under The Civic Government (Scotland) Act 1982 (Licensing of Short-term Lets) Order 2022 requires that hosts/owners and operators must be licensed and be assessed as fit and proper, where they use a property as a Short-term Let.

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 process your application
Your Current Address for the last 5 years (if this is different from the premises noted on the application)	You Directly	To process your application
Your Date and Place of Birth	You Directly	To process your application
Your Contact Telephone Number	You Directly	To process your application
Your Email Addresses	You Directly	To process your application
Bank Payment Details	You Directly	To process your application
Details of any Agents, Managers and Joint Owners including their name, address information for the last 5 years, contact information and dates of birth	You Directly	To process your application
Details of any conviction including unspent for those named on the application	You Directly	To process your application
Address of the premises noted on the application.	You Directly	To process your application
Name and address of any individual that place an objection to the application	From the Objector	To process your application

## 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	WE WILL SHARE IT WITH
Your Name Address of the premises noted on the application.	If your application for a licence is refused then information will be held for 5 years. Otherwise your information will be held until the end of a period of 5 years from the date you licence ceases to have effect.	<ul style="list-style-type: none"> <li>• Police Scotland</li> <li>• Scottish Fire and Rescue Service</li> <li>• Scottish Government</li> <li>• Planning Services</li> <li>• Housing, Customer and Building Services</li> </ul>

## 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.

<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, [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 and 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:	<a href="mailto:HCBS_InformationRequest@westlothian.gov.uk">HCBS_InformationRequest@westlothian.gov.uk</a>
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](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 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